



BRINGTONS
Parish Council

Terms of Reference for the Remembrance Day Working Party

Bringtons Parish Council

1. Purpose

The Remembrance Day Working Party (“the Working Party”) is established by Bringtons Parish Council to plan, coordinate and support the annual Remembrance Day commemorations within the parish.

The Working Party will ensure that events are organised in a respectful, safe and inclusive manner, reflecting the traditions and wishes of the local community.

2. Objectives

The objectives of the Working Party are to:

- Organise the annual Remembrance Sunday and/or Armistice Day commemorations.
- Liaise with relevant organisations including:
 - local churches;
 - veterans’ organisations;
 - schools;
 - emergency services;
 - community groups; and
 - the Royal British Legion.
- Coordinate arrangements for:
 - wreath laying;
 - road closures;
 - traffic management;
 - public safety;
 - sound systems;
 - seating and accessibility;
 - publicity and programmes.
- Promote community participation and civic engagement.
- Ensure compliance with all relevant health and safety, safeguarding and insurance requirements.
- Manage any budget allocated by the Parish Council and make recommendations for expenditure where required.
- Review each event and make recommendations for future improvements.

3. Status

The Working Party is an advisory group only and has no delegated decision-making powers unless specifically authorised by the Parish Council.

All recommendations requiring expenditure, policy decisions or formal approval must be referred to the Parish Council.

4. Membership

The Working Party shall consist of:

- Parish Councillors appointed by the Parish Council;
- The Parish Clerk (or nominated officer);
- Representatives of relevant local organisations (where appropriate);
- Volunteers or residents invited by the Working Party or Parish Council.

The Parish Council shall appoint the Chair of the Working Party.

Membership may be reviewed annually.

5. Meetings

- Meetings shall be held as required in the lead-up to Remembrance Day.
- The Chair may call additional meetings where necessary.
- Notes or minutes of meetings shall be recorded and circulated to members and reported to the Parish Council.
- A quorum shall consist of at least three members, including one Parish Councillor.

6. Reporting

The Working Party shall report regularly to the Parish Council and provide:

- updates on planning and arrangements;
- recommendations requiring approval;
- post-event feedback and evaluation;
- financial updates where applicable.

7. Finance

Any expenditure must:

- fall within the approved budget; or
- receive prior approval from the Parish Council in accordance with the Council's financial regulations.

The Working Party may assist with grant applications or fundraising activities subject to Council approval.

8. Conduct and Standards

Members of the Working Party shall:

- act in accordance with the Parish Council's Code of Conduct;

- declare any relevant interests;
- treat all participants and attendees with dignity and respect;
- maintain political neutrality during commemorative events.

9. Review

These Terms of Reference shall be reviewed annually by the Parish Council or sooner if required.

Adopted by: Bringtons Parish Council

Signed: *Keith White*

Date: 20th May 2026