

Frodsham Town Council

Memorial Bench and Memorial Path Working Group

Terms of Reference 2021-2022

1 **Objective:** To develop & implement Memorial Bench and Memorial Path

2 **Composition:** Membership of the Working Groups will consist of:

Memorial Bench

Councillors: Phil Griffiths, Bernie Wade, Caroline Ashton, Ryan McKeown, Bill Stockton

Advisors: Vivien Shaw – Frodsham WI, Local Schools

Memorial Path

Councillors: Bernie Wade, Phil Griffiths, Caroline Ashton, Ryan McKeown, Bill Stockton, Mark Nield

Advisors: Frodsham British Legion?

1 **Rules & Regulations:** The Councillors' Code of Conduct will apply to all Council Members of the Working Group.

2 Rights & Powers

- 2.1 The working group shall be chaired by a councillor and a member of the working group shall be nominated to produce written reports of each meeting to be reported at the next Amenities Committee.
- 2.2 The working group may submit requests for acquisition of goods & services necessary for an event / activity to the Responsible Financial Officer for obtaining bids and requisitioning goods/services. All requests will be accompanied by a full specification of requirement.
- 2.3 Subject to approval of Full Town Council, Town Clerk will have delegated authority to authorise expenditure within the budget on behalf of, and in consultation with, the working group.
- 4.2 The working group may make recommendations to the Amenities Committee for consideration and approval.

5 Responsibilities

5.1 **Meetings:** Meetings will be convened as needed to ensure the development of Memorial Bench, effective public consultation and effective implementation as approved by FTC.

5.2 **Events / Activities Bench:** The working group will:

- Review FTC Bench Policy
- Develop plans and ideas to identify suitable benches and locations
- Review and select suitable sites
- Review and select suitable suppliers in accordance with FTC Procurement Policy
- Carry out consultation with the wider Community as required;
- Recommend an implementation plan to Amenities Committee and FTC;
- Oversee the implementation of Memorial Benches

5.3 **Events / Activities Memorial Path:** The working group will:

- Develop plans and ideas to build a path from the cemetery gates to the War Memorial (Approximately 160 Metres in length)
- Review and select suitable suppliers in accordance with FTC Procurement Policy
- Carry out consultation with the wider Community as required;
- Recommend an implementation plan to Amenities Committee and FTC;
- Oversee the implementation of The Memorial Path