

Name of Working Group	World War 1 Working Group
Membership Who should be part of the group, and what rights do they have in decision-making?	Any Didcot Town Councillor wishing to attend (voting rights) Deputy Town Clerk and one other Council officer (no voting rights) Representative of the Royal British Legion (no voting rights) Any other community representative Councillors agree to include (no voting rights)
Purpose Why does it exist? What does it seek to achieve?	To coordinate the Town Council's remembrance of the centenary of World War 1
Task and finish/ongoing? If task and finish, please define the date or output that marks the groups closure	Task and finish – to be reviewed by Council in December 2018
Meetings Does the group meet in person or virtually?	In person
How often should it meet, and should it meet in the day time or evening?	Members to have discretion to set meeting frequency to meet the demands at the time, but to meet at least once every three months. Meetings to take place during the daytime.
Reporting How should the business be reported and to whom?	Reporting to the Environment Committee. Environment Committee to have a standing item on the agenda to receive an update report provided by officers and to consider any issues arising, including recommendations on WW1-related spending
Minutes published Are minutes required, and who should they be sent to?	No, but agreed actions to be circulated to working group members
Public attendance Can the public attend, can they participate and are there any rules around this?	Attendance at the invitation of the working group members. Unless otherwise agreed by Councillors at the start of the meeting, members of the public may speak at any point