

## 2002 Working Party

### Terms of Reference

1. **Composition :** The Working Party shall comprise the Chairman, Secretary, Treasurer, Twin Town Secretaries, and Feltre Correspondent for the time being ex officio, together with not more than 6 members of the Association who do not serve on the Committee of the Association, and a Town Councillor and an Officer appointed by Newbury Town Council. Additional or replacement members may be appointed by the Committee or by the Town Council as and when necessary.
2. **Purpose :** To investigate and formulate proposals for the timely and well ordering of the 2002 International Reunion of Towns twinned with Newbury (' the Reunion '), with particular reference to the 25th Anniversary of the twinning of Newbury with Eeklo, and the new twinning of Newbury with Feltre.
3. **Tasks :**
  - (a) To make recommendations to the Committee of the Association (' the Committee ') on the following matters :
    - (i) the date of the Reunion provisionally fixed for 23 - 27 May 2002;
    - (ii) the form of the celebrations;
    - (iii) the invitations to be issued to each Twin Town Association of Newbury's Twin Towns;
    - (iv) whether, and if so to what extent, invitations be issued to the Twin Town Associations of other Towns twinned with Newbury' Twin Towns;
    - (v) at what functions the Town Mayor and Councillors be invited to play a formal role;
    - (vi) at what functions the Chairman of West Berks Council be invited to play a formal role;
    - (vii) what functions, if any, Newbury Town Council should be asked to host;
    - (viii) what functions, if any, West Berks Council should be asked to host;
    - (ix) how the project is to be financed and whether, and if so from what source, sponsorship should be sought;
    - (x) the nature of the gifts, if any, to be made to the attending Twin Town Associations;
    - (xi) the nature and purpose of the gifts, if any, which this Association would like to receive;
    - (xii) special arrangements, if any, for hosting and transporting visiting dignitaries;
    - (xiii) general arrangements for hosting participating foreign visitors.
  - (b) such other tasks as the Committee may from time to time assign.
4. **Finance :** The Working Party shall provide with every proposal a reasoned estimate of its financial implications so that the Committee may formulate a special Budget for the project. The Working Party is not authorised to incur any expenditure or to commit the Association to any expenditure without the prior express consent of the Committee.
5. **Meetings :** A member of the Committee, if present, shall take the chair at meeting of the Working Party and shall have a casting vote in the case of an equality of votes. Meetings shall be convened by the person appointed by the Working Party as its Secretary as and when necessary, and progress shall be reported to the next subsequent meeting of the Committee.