

## **Council – 30 January 2019**

### **Agenda Item CC2072/20**

#### **Apple Day & Dog Show – Establishing a Working Group**

##### **Introduction**

At the LEE Committee meeting on November 5, Members discussed creating a working group to look into the planning of the Council's Dog Show & Apple Day event.

This paper suggests terms of reference and invites Councillors to join the group.

##### **Discussion**

Over the past few years, the Dog Show has been organised centrally by the office with help from Cllrs who attended the event.

By creating the working group it will allow Cllrs to become more involved in the overall planning of the event, and help to bring new ideas and suggestions on how to improve on previous years.

The Council, for the first time, will also be staging an Apple Day alongside the Dog Show. The working group will look into how this can be achieved and the logistics behind staging such an event.

##### **Recommendations**

That Council approves:

- A new working group to develop and plan the Dog Show & Apple Day event
- The draft terms of reference (at Annex A)

Councillors are invited to join the working group.

Ryan Bennett  
Clerk to the Council  
January 2020

## ANNEX A – DRAFT TERMS OF REFERENCE

### CROXLEY GREEN PARISH COUNCIL

#### APPLE DAY & DOG SHOW WORKING GROUP

##### **1. Membership**

Members of the working group will be appointed by the Parish Council and membership will be reviewed annually.

Members of the public may also be members of the working group, subject to agreement by the Parish Council.

##### **2. Leader**

The leader of the working group must be an elected Member and will be chosen by the working group and agreed by the Parish Council. This will be subject to review annually.

The leader will be the working group's main point of contact for Council staff, Council members and members of the public.

##### **3. Responsibility and powers**

Working groups cannot make decisions on behalf of the Parish Council.

The working group will report progress and recommendations to the Leisure, Events & Environment Committee.

##### **4. Aim and purpose**

The aim and purpose of the working group is to plan and stage the Council's Dog Show & Apple Day event.

##### **5. Meeting Schedule**

The working group is to meet in alternate months to the LEE committee (February, April, June & August) at a time convenient to the Members.