

Chard Town Council
The Guildhall Working Group: Terms of Reference



Authority reference:	Minutes: 2026/37/AE, 14 July 2026
No. of members on Working Group:	Cllrs. Jason Baker, Jenny Kenton, Andy Kenton and Garry Shortland
Quorum:	No less than 3 members
Reporting to:	A&E Committee
Frequency of meetings:	As required
Chairperson	Jason Baker

The Guildhall Working Group is open to any Members of A&E Committee to join provided their membership has been agreed by Full Council.

The Working Group or A&E Committee may also Recommend to Full Council (for its Decision) any non-Councillor members of the Working Group.

The Working Group will meet as necessary, and usually monthly.

1. The working group will elect a chairman.
2. The working group will prepare an agenda and notes of meetings but those do not need to be published.
3. Members of the Working Group are decided by Full Council.
4. The brief for the Working Group was approved by Amenities and Events Committee: 2026/37/AE 14 July 2026, to establish a working group of 4 councillors to meet and discuss an Event strategy for the Guildhall. This is to be presented back to the full council by the working group.

The Working Group's Chairman (or a deputy) will report back (with notes of meetings) to the next Amenities and Events meeting. If Decisions cannot be made by the Amenities and Events Committee, the Committee will Decide on Recommendations to be Decided by Full Council regarding for example The Guildhall generally, Events, policies, strategic planning and finances.