

Nether Wallop Parish Council
Nether Wallop Marquees
Working Group Terms of Reference

Background.

NWPC pays for the storage and upkeep of a number of marquees which are available for community events and to members of the Parish and their families for rent on an occasional basis. NWPC is fortunate that there is a team of willing volunteers (the Tent Team) who offer their services on a regular basis to erect, dismantle and care for the marquees.

Objectives of the Working Group

Facilitate the use and enjoyment of the marquees by taking bookings and providing the tents as requested.

Use their training knowledge and experience to ensure that the tents are only erected where it is safe so to do. This will involve making a risk assessment of each site for factors such as prevailing wind, overhead power lines, proximity to major highways and other inherent dangers.

Membership of the Working Group

There is no minimum or maximum number of members required. All residents of Nether Wallop are invited to join the group if they have the necessary knowledge, strength and stamina. The Parish Councillor with responsibility for overseeing the Village Green is a standing member of the Tent Team. They are responsible for attending the regular meetings of NWPC and reporting the activities and recommendations of the Tent team to that body.

Financial Expenditure

The Tent team has no authority to incur any expenditure or form any contracts on behalf of the Parish Council. All bookings for the tents are made through the NWPC website or by email/phone with a copy to the Clerk (nwpc.clerk@gmail.com) All expenditure requests need to be submitted to NWPC for consideration and approval in line with the Council's own Financial Regulations. In exceptional and urgent circumstances where for example it is a question of public safety the Chairman (or in their absence any member) of the Parish Council can agree to emergency expenditure of up to £500 which must be approved at the next meeting of NWPC.

Expenditure which has been necessarily incurred in connection with the day to day operation of the marquees and other equipment used by the Tent Team will be reimbursed by NWPC after approval at a Council meeting.

For more information contact: nwpc.chair@gmail.com

