

<b>Name of Working Group</b>	Town Fayre Liaison Group
<b>Membership</b> Who should be part of the group, and what rights do they have in decision-making?	At least two grant holder reps, five Didcot Town Councillors, Town Council officers as required. (No voting required)
<b>Purpose</b> Why does it exist? What does it seek to achieve?	To act as a liaison between Didcot Town Council and grant holders, and to provide oversight of progress and delivery of the Town Fayre.
<b>Task and finish/ongoing?</b> If task and finish, please define the date or output that marks the groups closure	To continue unless the Town Council does not make provision in its budget for a Town Fayre
<b>Meetings</b> 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 two months. Meetings to take place in the evenings.
<b>Reporting</b> How should the business be reported and to whom?	Reporting to moved from the Environment Committee to the Finance and General Purposes Committee. Finance and General Purposes to have a standing item on the agenda to receive an update report provided by officers and to consider any issues arising.
<b>Minutes published</b> Are minutes required, and who should they be sent to?	No, but agreed actions to be circulated to working group members
<b>Public attendance</b> 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