

## **Terms of Reference for the Mayoral Working Group (MWG)**

**To be agreed by MWG on Thursday 24 February 2022**

**To be agreed by Full Council on Monday 7 March 2022**

### **1. Purpose of Working Group:**

- 1.1. To consider the reestablishment of the Mayor's Appeal Charity
- 1.2. To set up a bank account for the charity
- 1.3. To establish a postal address for the charity

### **2. Membership:**

#### 2.1. Members:

Any elected member who wishes to attend  
(Core Member: Cllrs Rogers, Dalton and King)

#### 2.2. Officers:

Annie Child – City Clerk  
Janine Whitty – Corporate Services Manager/Secretary  
Thomas Simpkins – Corporate Support Officer/ Secretary

**3. Chair:** The Chairman will be a councillor

**4. Secretary:** CSM or CSO will be the note taker if required

**5. Meetings:** As required

### **6. Accountability:**

- 6.1. The formation of this working group was agreed by Full Council on 15 November 2021 (See minutes Doc 84379).
- 6.2. The Chairman of the MWG will make a verbal or written report to Full Council as required.
- 6.3. The MWG has delegated authority from Full Council to review the management of the Mayor's charity.
- 6.4. The notes of the MWG will be distributed to all Councillors.