



mirfield
town council

ARMISTICE COMMITTEE

TERMS OF REFERENCE 2026



mirfield
town council

MIRFIELD ARMISTICE COMMITTEE

ADOPTED 13/5/26 MTC9(3)

The following Terms of Reference to be accepted and agreed in order to ensure delivery of the agreed aims and projects.

1. PURPOSE

- The main purpose of the Armistice Committee is to oversee events such as the Annual Remembrance Parade & other events as directed not limited to but including:
- Representation at the Remembrance Parade
- Oversee the D-Day 80 celebrations
- To produce/update and act upon Protocols

2. MEMBERSHIP

- It is agreed that a committee of council be established to discharge these functions commencing January 2024
- That the committee consist of 2 representatives of Mirfield Royal British Legion, 4 Mirfield Councillors, and a minimum of 2 representatives from local groups
- Others may attend as observers. Substitutes for named members are permitted

3. MEETINGS

- As a committee of council due notice shall be given of meetings and an agenda produced, in line with council process and the committee shall elect officers.
- the Town Clerk or an appointed member shall provide administrative support, including agenda preparation, minute-taking, and correspondence
- To allocate £2000 for costs associated with the meetings i.e. Clerking costs and room hire cost
- The committee shall agree a member to take minutes and prepare agendas
- The quorum for the meeting will be 4, of which one must be a RBL rep and one a Councillor. Notes of the meetings will be kept and circulated for note by the Council via the Clerk.
- The committee may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the

ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 1 day before the meeting that they are unable to attend;

- shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- shall determine if the public may participate at a meeting of a committee;
- shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- may dissolve a committee or a sub-committee.

4. FINANCE

- The committee have delegated approval to use the allocated budget of £25,000 plus £15,000 in reserves from the Civic & Cultural Events column of the approved budget. The Clerk will discharge finances on receipt of invoices/proforma invoices and meeting notes. Anything over this amount shall be brought to a Full Council meeting for Full Council approval.

5. CONDUCT

- All members of the committee must abide by the principles and practice of the Town Council code of conduct including declarations of interest.

ADOPTED 13TH MAY 2026 MTC9(3)