



Bassingbourn-cum-Kneesworth Parish Council

War Memorial Advisory Group

Terms of Reference

Purpose of the War Memorial Advisory Group

To advise the Parish Council on all matters relating to the maintenance, improvements and use of the War Memorial.

1. **Reports** to Bassingbourn-cum-Kneesworth Parish Council.
2. **Status:** Enduring but subject to annual re-appointment
3. **Members:** May include councillors and non-councillors
4. **Lead contact:** The lead contact is to be agreed annually by the Full Parish Council at the APCM. This may be reconsidered outside of the APCM when required.
5. **Reporting:** To report to the Full Parish Council at the second meeting of each month.

Scope:

1. To monitor the War Memorial and surrounding grounds and upkeep maintenance throughout the year, ensuring site improvements are completed in a safe and timely manner, subject to Full Council approval.
2. To prepare the programme for Remembrance Events during the current year.
3. To co-ordinate Remembrance Sunday events
4. To make recommendations for any expenditure relevant to good husbandry of the War Memorial. Recommendations must be presented with evidence that supports the decision making process including quotes, formal review of tenders and scope of works etc. All necessary information received by the advisory group must be available to the Full Parish Council.

Delegation of Expenditure:

No delegated spend

Budget allocated by the Full Parish Council – expenditure requires approval from Full Parish Council.

Approved AMPC 12th May 2026.