

Terms of Reference

Objectives, Membership and Scope

1. The purpose of the MAF is to provide support to the village community.
2. This is accomplished through an exchange of information, ideas and requirements between the membership.
3. Membership will be open to representatives of all Clubs, Societies, Churches, Businesses and venues that operate in Glemsford.
4. It is envisaged that meetings will be held quarterly (in lieu of the Annual Parish Meeting, usually held in April).
5. Meetings will be chaired by a member of the Parish Council. A Minute Secretary will be appointed and minutes will be circulated to all members.
6. It is expected that meetings will last approximately 1 hour.
7. Agendas will be published in advance of meetings and will be of the form,
 - Announcements (*if any*)
 - Previous Minutes
 - Representatives' reports (*status, future activities*)
 - Actions arising
 - Date of next meeting
8. Village-wide events such as Glemfest or a Christmas Tree Festival should be discussed at the MAF from which ad hoc committee/s can be formed to drive these forward.
9. There will be no financial involvement in the MAF.