

# COCKERMOUTH TOWN COUNCIL

## Town Twinning Committee – terms of reference

Adopted 16/04/2025

1. The Town Twinning Committee (TTC) shall consist of five Council Members, supported by officers, for the purpose of overseeing, promoting and developing twinning connections with Cockermouth.
2. Membership of the Committee shall be for the term of the Council and the Chair will be appointed by the Council.
3. The TTC shall have responsibility for the allocation of the annual budget to develop twinning as described above.
4. The TTC shall meet no less than twice a year on twinning activities including any decisions requiring funding from the budget.
5. By the end of October each year, the TTC will submit their budget estimate for the following fiscal year for consideration by the full Council.
6. The TTC shall form Working Groups for any agreed trips as appropriate. The Working Groups may include members of the public and will be concerned with taking forward an agreed work programme as set by the TTC. The Working Groups will report on progress to the TTC at regular intervals.
7. Each Working Group will apply to the TTC for funding to support proposed activities. Funding is not guaranteed.
8. Officer committee members will be non-voting members.
9. Any requests to arrange a Twinning visit, other than the annual visit in October, that requires funds or administrative support from the Council, must be agreed by the TTC before any arrangements are made. These requests should be submitted to the Clerk [clerk@cockermouth.org](mailto:clerk@cockermouth.org) who will call a meeting of the TTC to consider the request.