

Clent Parish Council Events Committee terms of reference



These Terms of Reference comply with the Parish Council's Standing Orders as adopted

Membership

The Events Committee will consist of at least three elected Parish Councillors

- At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – both to be re-elected each year following the Annual Parish Council Meeting.
- Associate members may be appointed on the basis of their special knowledge and serve as full members of the committee but without voting rights.
- A quorum at the Committees meetings will consist of no fewer than two elected Parish Councillors.
- Chairman and Vice Chairman of Full Council will have automatic membership and full voting rights.

Committee Recommendations

The Committee will make recommendations to the Parish Council as follows:

- To provide an annual diarised scheme of community events, eg. Picnic's, Cricket Match etc.
- To request an annual budget allocation based on specific planned events with the delegated power to spend within that budget allocation.
- To report progress to the Council on a monthly basis.

Delegated Responsibilities

The Committee has delegated responsibilities as follows :

- To produce an annual schedule of events in liaison with other parish-based community groups and promote those events.
- To act within the annually agreed budget and the Parish Council's expenditure guidelines to produce the planned events.
- To produce input to the Council's newsletter.
- To appoint volunteers when required to assist in any planned event.

Meetings

- The Clerk will take notes at Committee Meetings were present, if not, a person shall be nominated to do so.
- Meeting notes will be circulated to all Councillors with recommendations to the next Full Council Meeting.
- Meeting can be held without prior notice and where appropriate.

Planning

Each event shall maintain a planning document including:

- Event timetable plan – key tasks and dates
- Event Risk Assessment – based on Risk Assessment Template
- Key contacts
- Budget tracking spreadsheet