



PLUMPTON PARISH COUNCIL EVENTS COMMITTEE

To: The Councillors of Plumpton Parish Council Events Committee

You are hereby summoned to attend the Parish Council Events Committee to be held at the Village Hall, Plumpton on Thursday 21st October at 18.30 for the purpose of transacting the following business.

Members of the Public welcome.

Signed *Anita Emery*

Anita Emery (Clerk to Plumpton Parish Council)

The AGENDA is as follows:

1. To elect a Chair
2. To accept apologies for absence
3. Declarations of pecuniary and disclosable interests in respect of matters to be discussed
4. To approve terms of reference
5. To appoint associate members as per terms of reference
6. To note designated authority to spend
7. To note forthcoming events
8. To form a working party
9. Approve meeting dates of PPCEC and working party
10. Items to be added to future PPC Events Committee agenda

Date of next meeting: TBC



Plumpton 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 four Parish Councillors

- At its first meeting it will elect a Chair to preside at its future meetings and will also elect a Vice Chair 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 meeting will consist of no fewer than three Parish Councillors.
- Chair and Vice Chair 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
- 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 form a working party group consisting of parish based community groups to organise the events. The working party report back to the Events Committee.
- 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 news/website

Meetings

- The Clerk will take minutes at the Committee meetings if present, if not present a person shall be nominated to do so.
- Minutes to be circulated to all Councillors with recommendations at the next full Council meeting.
- Issue of Agenda to comply within the Parish Council's standing orders.
- Committee to meet every quarter along with a representative from the working group to report on planning event updates.

Planning

Each event shall maintain a planning document including and designated to the working group.

- Event timetable plan – key tasks
- Event Risk Assessment
- Key contacts
- Budget tracking spreadsheet.

Reviewed October 2021

Next review October 2022