



## **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.
- Councillors not on the Parish Council Events Committee may attend such meetings but are not entitled to vote at such meetings.

#### **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 four times a year 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