

TIBSHELF PARISH COUNCIL

Terms of Reference Events Committee

1. Authority

The Council is delegating the decision-making powers on parish council community events agreed within the annual budget to the Events Committee.

The provision of any community event must be agreed by Full Council.

2. Purpose

- I. To facilitate the coordination of parish council community events and to encourage and develop cross group working between community groups and seek volunteers to support events.
- II. To ensure the financial management of parish council community events.
- III. To ensure insurance requirements are met for all community events.
- IV. To ensure health and safety requirements are met for all community events.

3. Membership

To consist of:

- I. A maximum of 7 members of the Council including the Chairman of the Council.
- II. The Parish Council shall at their first meeting following the Annual General Meeting (AGM) in May each year, determine the members of the Committee until the next following AGM.
- III. At the first committee meeting in each municipal year a Chair and Vice-Chair shall be appointed from among the Group.
- IV. Quorum for recommendations 3 council members.
- V. Meeting not to be held if less than 3 council members present and the Parish Clerk/Responsible Finance Officer.
- VI. Village and community groups shall be invited to nominate up to 1 representative to be a member of the Events Committee. Individual members not associated with a specific group will be considered for co-option as community representatives.
- VII. Full Council will consider membership should vacancies arise.

4. Vacancies

If a vacancy arises prior to the date set in item 2, then a replacement to be approved by the full Parish Council.

5. Meetings

- I. The Committee shall meet a minimum of 4 times in each year.
- II. Additional meetings may be called with the agreement of the Chair.
- III. Meetings will be conducted in accordance with Tibshelf Parish Council's Standing Orders and will be convened within the prescribed statutory framework.

6. Record of Meetings

- I. The Committee shall ensure that an agreed written record of each of their meetings is forwarded to the Parish Council, if possible, in time for the agenda for the following meeting of the full parish council.
- II. The Parish Clerk will be present at each meeting to record notes/minutes to support the committee.
- III. Minutes shall be approved by the committee as a true record at the next meeting and signed by the Chair.

7. Staff or Public Attendance

- I. Members of the public to be present according to the Standing Orders approved by the Council.
- II. A period of 15 minutes will play part in the agenda for public to ask questions.

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8. Voting

Only members of the Parish Council may have voting rights.

Parish Council members may vote on all matters unless they have a Disclosable Pecuniary Interest and a dispensation has not been granted by full Council.

9. Expenditure

The Events Committee may only agree expenditure within budgets previously determined and agreed by the Full Council for community event purposes.

All expenditure will follow the Parish Councils Financial Regulations:

5.14. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- The Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
- A duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
- the council for all items over £5,000.

Such authorisation must be supported by a minute (in the case of council or committee decisions).

The committee shall annually make recommendations to Full Council in relation to community events future budgeting requirements.

10. Regulatory matters

- I. All activities and decisions made by this committee must comply with the relevant legislation.
- II. No activity or decision should undermine or invalidate the Council's insurance.
- III. Activities and events organized groups that have representatives on the committee are expected to undertake their own risk assessment and have appropriate insurances in place.
- IV. It should not be assumed that the Parish Council's insurance will cover an event.

11. Terms of Reference

The Terms of Reference for the Events Committee will be set and approved by Full Council.

12. Committee Dissolution

The Full Council may at any time, at a properly convened Council meeting, make a resolution to dissolve the Committee.

Agreed By Full Council 16/07/2024 Minute No: 0724/3431

Amended and Agreed by Full Council 17/09/2024. Minute No:0924/3459

Reviewed by Full Council 20/05/25. Minute No: 0525/3650