

Terms of Reference

Events Committee

- 6 Parish Councillors to be members of this Committee.
- The Committee shall report directly to the Parish Council.
- The Committee shall recommend to the Parish Council an annual events plan and recommend an annual events budget.
- The Committee shall monitor the budget at each Committee meeting and report directly to the Council accordingly.
- The Committee to ensure that all events are safely organised, ensure that there are enough Volunteers to set up, clear down and also attend the event and ensure that the Clerk is fully supported throughout.
- The Committee to oversee all events and ensure that they operate within budget and to plan.
- The Committee to monitor Community Engagement with residents, local groups and organisations with regards to all events and ensure the information is effectively published.
- The Clerk is to act as an Administrator to the Committee as part of their normal duties.
- From time to time, as required, non-Council representatives may be invited to join this Committee.
- The Committee shall meet at least twice per year.
- To be quorate the Committee requires a minimum of 4 members to be present.