

Events Committee Terms of Reference

1. Purpose

To facilitate the coordination village events between the various village groups and committees and the Parish Council.

To facilitate the coordination of village events for national celebrations

To enhance communication between the Parish Council and village groups and committees

To facilitate cross group working and support, sharing best practice and experiences

To seek volunteers for village events

2. Membership

The Events Committee shall be comprised of 3 Council Members as determined at the Annual Council Meeting.

Village and community groups shall be invited to nominate up to 2 representatives to be members of the Events Committee. Individual members not associated with a specific group will be considered for co-option as community representatives.

3. Meetings

The Events Committee will, as a minimum, meet two times a year and additional meeting may be convened as required by the Committee.

The committee chairman will be appointed by the committee.

Meetings will be conducted in accordance with Stanwick Parish Council's Standing Orders and will be convened within the prescribed statutory framework. For clarity, the agenda must be published 3 clear days before the meeting, the meeting will be held in public unless there is a legitimate reason that it should not be and Minutes will be produced.

The meeting may be convened at a day and time convenient to the committee. For clarity, the meeting does not need to be held on a Thursday evening and may be convened in the day time providing the statutory notice is given.

4. Sub-committee or advisory groups

The Events Committee may appoint a sub-committee or advisory committee that may be comprised solely of non councillors for specific tasks with Terms of Reference. For example, to arrange the Christmas Fayre.

The sub-committee or advisory group may set its own meeting schedule but should be held in public.

The sub-committee or advisory group shall report to the Events Committee unless in exceptional circumstances, a report may be made direct to the full Council if the matter warrants it.

5. Quorum

The quorum for any committee meeting or sub-committee meeting is 3.

6. Code of Conduct

The adopted Code of Conduct will apply to all Council members and to non-council members if they are entitled to vote on any question which falls to be decided at any committee meeting or sub-committee.

7. Voting

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. A quorum of 3 councillors is required whenever the vote is on a matter that non-councillors are not permitted to vote on.

Non-councillors may

- a. Vote on matters that do not have a financial implication for the Council unless it is within the properly assigned budget for a specific purpose.
- b. Vote on matters relating to management of land owned or occupied by the council (Regulation 3 of The Parish and Community Councils (Committees) Regulations 1990)
- c. Vote on any function under section 144 of the 1972 Act relating to the promotion of tourism, and
- d. Vote on any function under section 145 of the 1972 Act relating to the management of a festival

All decisions will be made by majority.

8. Expenditure

The Events Committee may only agree expenditure within budgets previously determined and assigned by the full Council for specific or general purposes.

9. Regulatory matters

All activities and decisions made by this committee must comply relevant legislation.

No activity or decision should undermine or invalidate the Council's insurance.

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. It should not be assumed that the Parish Council's insurance will cover an event.

10. Grants

Any village group that has a representative on this committee may apply to the full Council for a grant within the terms of the Council's Grant Awarding Policy and budgetary framework.

For clarity, this committee does not have powers to award grants.

11. Terms of Reference

The Terms of Reference for the Events Committee will be set and approved by full Council. The Events Committee may not independently alter the approved Terms of Reference. It may request an amendment via the Parish Clerk.

12. Committee Dissolution

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

Suggested membership

FoSS
Stanwick School
Stanwick Pre-school
Stanwick Races Group
St Laurence PCC
Stanwick Pocket Park Group
Stanwick Community Garden
Stanwick WI
Stanwick Rovers Football Club
Stanwick Village Hall Trust

