

Bomere Heath and District Parish Council

Terms of Reference

Events Committee

These Terms of Reference comply with the Parish Council's Standing Orders as adopted

1. Committee Remit

- 1.1. The purpose of the Event Committee is to enable Bomere Heath and District Parish Council (BHDPC) to identify, plan and progress social events for the benefit of the BHDPC Community in order to engender good community spirit.
- 1.2. The Committee will seek to income generate in a cost effective manner to enable events to be free or subsidised where ever possible.

2. Membership

- 2.1. The Events Committee will consist of at least three designated elected Parish Councillors
- 2.2. At its first meeting it will elect a Chair for the Committee 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.
- 2.3. Associate members from the Community may be appointed on the basis of their special knowledge or public spirit and serve as full members of the committee but without voting rights.
- 2.4. A quorum at the Committees meetings will consist of no fewer than two elected Parish Councillors.
- 2.5. Chairman and Vice Chairman of Full Council will have automatic membership and full voting rights.

3. Committee Recommendations

- 3.1. The Committee will make recommendations to the Parish Council as follows:
- 3.2. To provide an annual diarised scheme of community events, e.g. Annual Fete, Seasonal celebrations (e.g. Bonfires, Easter fair, etc)
- 3.3. To request an annual budget allocation based on specific planned events with the delegated power to spend within that budget allocation.
- 3.4. To report on progress and expenditures to the Council on a monthly basis.

4. Delegated Responsibilities

- 4.1. The Committee has delegated responsibilities as follows:
- 4.2. To identify individual roles /areas of responsibility for event planning.

- 4.3. To produce an annual schedule of events in liaison with other parish-based community groups and promote those events.
- 4.4. To act within the annually agreed budget and the Parish Council's expenditure guidelines to produce the planned events.
- 4.5. To produce inputs for the Council's website, Social Media and other communication capabilities.
- 4.6. To recruit and appoint volunteers when required to assist in any planned event.

5. Meetings

- 5.1. The Chair will ensure that notes are taken at Committee Meetings.
- 5.2. Meeting notes will be circulated to all Councillors with recommendations to the next Full Council Meeting.
- 5.3. A meeting will take place in the same month as a full Parish Council meeting and more frequently as required to meet the needs of any event planning.

6. Planning

- 6.1. Each event shall maintain an Operational Planning Document including:
 - 6.1.1. Scope and detail of planning for event
 - 6.1.2. Event project timetable plan – key tasks and dates
 - 6.1.3. Event Risk Assessment – based on Risk Assessment Template
 - 6.1.4. Key contacts and persons involved
 - 6.1.5. Budget tracking spread sheet