

## TERMS OF REFERENCE

### EVENTS COMMITTEE

#### Responsibilities specific to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- To monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the Full Council for decision as appropriate.

#### Authority

The Events Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to arrange events as agreed by Full Council

The Committee duties are defined and agreed by the Full Council which may resolve, at any time, to modify the Committee's powers.

#### Membership

- Membership of the group should consist of seven parish councillors. All other councillors will be substitutes for this committee, and will be called upon on a party basis by the member who cannot attend.
- Members of the public may be appointed in an advisory non-voting capacity on an 'event by event' basis
- A Quorum of the group's meeting will consist of no fewer than three councillors.

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.

### **Frequency of Meetings**

To meet as required to arrange events as determined by the Parish Council

### **Record of Proceedings**

A report will be provided of decisions and recommendations made by the working group to the next Full Council meeting.

### **Roles & Responsibilities**

#### **Role**

To arrange events, and the full detail of events as dictated by full council and under the budgetary constraints as dictated by full council.

#### **Responsibilities**

1. To ensure the relevant risk assessments are in place for events.
2. To ensure the correct licenses and insurances are in place for events.
3. If required, to create a proposed site plan for the event.
4. If require, arrange for external first aid provision for the event.
5. If appropriate, to create a running order for the day.
6. To book appropriate entertainments for the event and ensure that they have the correct insurances and licenses in place. This should be kept within the correct budget for the event.
7. If appropriate, arrange for Broadland Council to be notified of the event, providing the authority with any information they so require.
8. If appropriate, arrange for the emergency services to be notified of the event, providing them with any information they so require.
9. To liaise with and book stall holders, ensuring that they have the appropriate licenses and insurances in place.
10. To agree the fees charged to stall holders for the relevant event.
11. To allocate roles for each event, advising full council of the staffing requirements for set up, during the event, and clearing away.
12. To arrange for marketing and promotion of the event, as the committee sees fit.