

Community Events Committee

Terms of Reference

1. Membership

- (a) All serving Members of the Council may request to be appointed to the Committee.
- (b) The Committee will elect a Chairman at its first meeting. Following this, the Chairman will be appointed at the Annual Parish Council Meeting.
- (c) The Committee shall comprise of at least three Parish Councillors¹, along with co-opted members of the public ("Non-Members")².
- (d) Non-Members will have an entitlement to vote as the Committee deals with "Tourism Functions" and "Management of a Festival"³.

2. Purpose of the Committee

- (a) The Community Events Committee will take a lead role in organising any events that Hatfield Peverel Parish Council may decide to hold.

3. Aims and Objectives

- (a) The role of the Committee is to oversee the general management, maintenance and administration of Council Events.
- (b) The Committee shall appoint Working Parties as and when it is felt necessary and shall set out Terms of Reference for those bodies.
- (c) The Committee has authority to proceed with all items within its budget, but must refer to Full Council when non-budgeted expenditure is anticipated. The Parish Council's financial contribution to community events will be agreed at the January Full Council meeting each year.
- (d) The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its remit where action or improvement is needed.
- (e) Where necessary, the Chairman of the Committee will provide a report to Full Council on any substantive matters of importance and any material issues or concerns.
- (f) Any urgent matters requiring expenditure will be dealt with in accordance with the Council's Financial Regulations.

4. Areas of Responsibility

- (a) To agree and arrange a programme of events for the benefit of the residents of Hatfield Peverel and Nounsley, including but not limited to: Party in the Park and Christmas in the Park.

¹ At least one Parish Councillor is required under the Local Government Act 1972, s 102(3)

² Unless they have been disqualified pursuant to section 104 of the Local Government Act 1972 Act

³ Local Government and Housing Act 1989, s 13, and Parish and Community Councils (Committees) Regulations 1990, SI 1990/2476

- (b) To assess and budget for events for which it is responsible for and obtain sponsorship, donations and other sources of funding where available.
- (c) To liaise with the RFO in relation to business income, VAT and invoicing.
- (d) To ensure necessary risk assessments are completed and any required permissions, event licences or other agreements are obtained prior to any event.
- (e) To action advice from the Clerk in relation to any changes in legislation surrounding event management.
- (f) To agree publicity for each event, including promotional material and any press releases prior to or after the event.
- (g) To agree the rules and procedures for any competition run as part of an event or promotion.
- (h) To encourage and appoint volunteers when required to assist in any planned event.
- (i) To prepare an annual budget for recommendation to the Full Council, a draft of which is to be submitted prior to the December Full Council meeting each year, and a final version to be submitted prior to the January Full Council meeting each year.

5. Meetings

- (a) All Committee meetings will be convened on a needs basis and will comply with the Council's Standing Orders and the Local Government Act 1972.
- (b) The contents of the Agenda shall be determined by the Committee Clerk in conjunction with the Committee Chairman.
- (c) No business may be transacted at a meeting unless at least one third of the voting number of members of the Committee are present and in no case should the quorum of a meeting be less than three.

6. Conditions

- (a) The Committee will comply with and have due regard to Council policies and guidance, which include (but are not limited to): Standing Orders, Financial Regulations, Social Media and Electronic Communications Policy, Safeguarding Policy, Health and Safety Policy, Data Protection Policy, and Sponsorship Policy.
- (b) Members of the Committee will be expected to abide by the Council's Code of Conduct.
- (c) A member of the Committee must declare any conflict of interest and withdraw from the room and/or abstain from voting as appropriate.

Authorised by: Resolution in Minute 23/89(b) of Full Council meeting held on 7th August 2023.