# **Community Events Committee**

## **Terms of Reference**

1. **Membership**
2. All serving Members of the Council may request to be appointed to the Committee.
3. The Committee will elect a Chairman at its first meeting. Following this, the Chairman will be appointed at the Annual Parish Council Meeting.
4. The Committee shall comprise of at least three Parish Councillors[[1]](#footnote-1), along with co-opted members of the public (“Non-Members”)[[2]](#footnote-2).
5. Non-Members will have an entitlement to vote as the Committee deals with “the management of land”.[[3]](#footnote-3)
6. **Purpose of the Committee**
7. The Community Park Committee will take a lead role in the restoration of the Dannatt’s Quarry site and its subsequent development as a Community Park.
8. **Areas of Responsibility**
9. To facilitate communication between and within the Parish Council, its working parties, other individuals and organisations in the restoration and sustainable development of the site.
10. To act as the primary point of contact between the Parish Council and all external interests.
11. To represent and safeguard the interests of the Parish Council, parish residents and other local parties in the restoration and sustainable development of the site.
12. To provide a design scheme and management plan for the area and establish priorities on behalf of the Parish Council.
13. To co-opt on to the Committee, on either a temporary or permanent basis, such other individuals and organisations as from time to time may be required to achieve a restoration and sustainable development project in accordance with a published Vision Statement and Management Plan.
14. To create the Vision Statement and long-term Management Plan for the site as a Community Park, referred to above.
15. The Committee shall appoint sub-committees and working parties as and when it is felt necessary and shall set out Terms of Reference for those bodies.
16. The Committee has authority to proceed with all items within its budget, but must refer to Full Council when non-budgeted expenditure is anticipated. Any financial contribution to the Community Park that the Parish Council wishes to allocate will be agreed at the January Full Council meeting each year.
17. 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.
18. To encourage and appoint volunteers when required to assist in any planned activity.
19. To action advice from the Clerk in relation to any changes in legislation surrounding land management.
20. To ensure necessary risk assessments are completed and any required permissions, licences or other agreements are obtained prior to any works or activities.
21. The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its remit where action or improvement is needed.
22. 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.
23. Any urgent matters requiring expenditure will be dealt with in accordance with the Council’s Financial Regulations.
24. **Meetings**
25. 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.
26. The contents of the Agenda shall be determined by the Clerk in conjunction with the Committee Chairman.
27. 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.
28. **Conditions**
29. 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.
30. Members of the Committee will be expected to abide by the Council’s Code of Conduct.
31. 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 23/134(b) of Full Council meeting held on 2nd October 2023.

1. At least one Parish Councillor is required under the Local Government Act 1972, s 102(3) [↑](#footnote-ref-1)
2. Unless they have been disqualified pursuant to section 104 of the Local Government Act 1972 Act [↑](#footnote-ref-2)
3. Local Government and Housing Act 1989, s 13, and Parish and Community Councils (Committees) Regulations 1990, SI 1990/2476 [↑](#footnote-ref-3)