

## **Grimston Parish Council**

### **Community Events Committee – Terms of Reference**

#### **1. Premise**

The purpose of this Committee is to develop arrangements for Community events. The Committee will then plan and organise activities approved by Full Council. The Committee will work in partnership with other local organisations as and when required to stage events.

#### **2. Membership**

The Committee shall comprise at least four Parish Councillors appointed at a Council meeting. At the first meeting of the Committee, a Chairman will be elected by the members. The terms of reference must be approved by full Council, but the Committee may review the terms of reference to ensure they remain relevant as the project develops. All Councillors will receive the agenda and draft minutes for each meeting.

#### **3. The Committee's Responsibilities and Powers**

The Committee shall have powers delegated by the full Council in relation to organising those events and activities approved by the full Council. The powers will include planning and organising events and agreeing upon risk assessments.

The Committee has delegated powers to incur expenditure within the relevant Council agreed budget, and where possible seek sponsorship/grants for events.

#### **4. Quorum**

A quorum will be three members (two of which must be parish councillors).

#### **5. Meetings**

The Committee will arrange a schedule of meetings necessary to complete its work. Notice of these meetings will be published on the Council website and provisions for the public to attend must be made.

Committee Minutes will be an agenda item and presented at the next meeting of the full Parish Council.

The Committee may co-opt non-councillors onto the Committee.

Only members of the Committee may vote on Committee agenda items.

#### **6. Restrictions**

A member of the Committee must make any declarations of interest and withdraw from the room and/or abstain from voting as appropriate.

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.