

## **HOLLINSWOOD & RANDLAY PARISH COUNCIL**

### **Events Committee - Terms of Reference**

#### **Elections and set-up of the Committee:**

At the Annual Meeting, it was agreed that there should be 7 Members of the Events Committee as it is hoped that everyone will assist in the organisation of Events throughout the year and attends wherever possible.

A quorum of 5 is required for meetings to take place. Community and police representatives are invited to Events meetings, however, only Members of Hollinswood & Randlay Parish Council can hold office and will have voting rights.

The first meeting of the Committee shall elect a Chairman and Vice Chairman. The Committee can determine if sub-groups are required.

The first meeting will confirm its Terms of Reference.

The Committee shall act under the Standing Orders and Financial Regulations of the Council at all times.

#### **Strategic Aim:**

To arrange Parish Council events as required in line with the Parish Council strategy and to work within the budgets allocated for each event.

To work with Friends of Hollinswood & Randlay Valley, to oversee the work of the Group and to support all community events arranged by this Group.

To support SNAC and Wizards events.

#### **Activities:**

To plan all events in advance and to support the Clerk and staff in the organisation of each event.

To order and arrange the activities for each event – working within the allocated budget at all times.

To ensure the risk management plan for every event is robust and adequate.

#### **Roles and Responsibilities:**

- To meet regularly to plan and arrange Parish Council events
- To oversee the events organised by FoHRV
- To oversee the events organised by SNAC and Wizards
- To manage the budget to ensure best value for the community
- To ensure that an emergency plan is prepared, along with all relevant risk assessments and insurance needs, for all events

#### **Meetings**

A minimum of four meetings per year.

Additional Meetings may be called by the Chairman, in consultation with the Clerk, as and when required.

Project meetings can be arranged if required

**Review**

Any three members of this committee may call a meeting via the Clerk and include on the Agenda a proposal for any item within the Terms of Reference to be discussed.

Signed .....Date.....