

Hurst Green Parish Council

Events Committee Terms of Reference

1. Purpose

- 1.1 To facilitate the coordination village events between the various village groups and committees and the Parish Council.
- 1.2 To facilitate the coordination of village events for national celebrations
- 1.3 To enhance communication between the Parish Council and village groups and committees
- 1.4 To facilitate cross group working and support, sharing best practice and experiences
- 1.5 To seek volunteers for village events
- 1.6 To enable sharing of resources across community groups.

2. Membership

- 2.1 The Events Committee shall be comprised of 5 Council Members as determined at the Annual Council Meeting.
- 2.2 Village and community groups will be actively involved in meetings with up to 2 representatives invited by Events Committee.

3. Meetings

- 3.1 The Events Committee will, as a minimum, meet two times a year and additional meeting may be convened as required by the Committee.
- 3.2 The committee chair will be appointed by the committee.
- 3.3 Meetings will be conducted in accordance with Hurst Green Parish Council's Standing Orders and will be convened within the prescribed statutory framework. For clarity, the agenda must be published 3 clear days before the meeting, the meeting will be held in public unless there is a legitimate reason that it should not be and Minutes will be produced.
- 3.4 The meeting may be convened at a day and time convenient to the committee. For clarity, the meeting does not need to be held on a Tuesday evening and may be convened in the day time providing the statutory notice is given.

4. Advisory groups

4.1 The Events Committee will appoint advisory groups that may be comprised solely of non-councillors for specific tasks with Terms of Reference. For example, to arrange the Christmas Fayre.

4.2 The advisory group may set its own meeting schedule, meetings are not required to be held in public and standing orders do not apply.

4.3 A spokesperson must be nominated at the first meeting of any advisory group to act as the main liaison between the advisory group and the events committee.

4.4 The advisory group shall report to the Events Committee.

4.5 Ideally the advisory group will function by consensus of opinion, should a split decision be reached then this must be passed to the Events Committee to resolve.

5. Quorum

5.1 The quorum for any committee meeting is 3.

6. Code of Conduct

6.1 The civility pledge will apply to all Council members and to non-council members if they are entitled to vote on any question which falls to be decided at any committee meeting or advisory group.

6.2 The Events Committee and any advisory groups will adopt the Seven Nolan Principles of Public Life:

a. **Selflessness:** Holders of public office should act solely in terms of the public interest.

b. **Integrity:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

c. **Objectivity:** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

d. **Accountability:** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

e. **Openness:** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

f. **Honesty:** Holders of public office should be truthful.

g. Leadership: Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

7. Voting

7.1 Committee members may vote on all matters unless they have a Disclosable Pecuniary Interest and a dispensation has not been granted by full Council. A quorum of 3 councillors is required whenever the vote.

7.3 All decisions will be made by majority vote, any split decisions will be taken to full council to be resolved

7.4 Advisory group spokesperson will represent the views of the advisory group members at the Events Committee

8. Expenditure

8.1 The Events Committee may only agree expenditure within budgets previously determined and assigned by the full Council for specific or general purposes, the budget for events should be set as part of the annual precept budget setting.

8.3 Parish Council Finance Regulations and Policies apply to the Events Committee and Advisory Groups

9. Regulatory matters

9.1 All activities and decisions made by this committee must comply relevant legislation.

9.2 No activity or decision should undermine or invalidate the Council's insurance.

9.3 No activity or decision should bring the Council into disrepute

9.4 Activities and events organised groups that have representatives on the committee are expected to undertake their own risk assessment and have appropriate insurances in place. It should not be assumed that the Parish Council's insurance will cover an event.

10. Grants

10.1 Any village group that has a representative on this committee may apply to the full Council for a grant within the terms of the Council's Grant Awarding Policy and budgetary framework.

10.2 For clarity, this committee does not have powers to award grants.

10.3 Any community group, business, or organisation may make a grant to the events committee to support the running of community events providing the grant comes with no conditions that may influence the councils decisions on matters such as planning.

10.4 Any grant application must be approved by full council and a register of grants received maintained and made publicly available

11. Terms of Reference

11.1 The Terms of Reference for the Events Committee will be set and approved by full Council and renewed annually.

11.2 The Events Committee may not independently alter the approved Terms of Reference.

12. Committee Dissolution

12.1 The full Council may at any time, at a properly convened Council meeting, make a resolution to dissolve the Committee.