



BOSTON SPA PARISH COUNCIL

COMMUNITY EVENTS COMMITTEE TERMS OF REFERENCE (ADOPTED 05.12.2024)

Membership

(To be elected annually at the Annual Meeting of the Parish Council each year)

- The Community Events Committee is to consist of a minimum of 4 members
- The Chairman is to be elected annually by the Committee at the first meeting after the Annual Council meeting and shall hold office until the next Annual Council.
- The quorum of the Committee is 3
- Associate members may be appointed on the basis of their special knowledge and serve as full members of the committee but without voting rights.
- Councillors not on the Parish Council Events Committee may attend such meetings but are not entitled to vote at such meetings.

Committee Recommendations

The Committee will make recommendations to the Parish Council as follows:

- To provide an annual diary of community events
- To request an annual budget allocation based on specific planned events with the delegated power to spend within that budget allocation.
- To provide an update to the Council on a quarterly basis.

Delegated Responsibilities

The Committee has delegated responsibilities as follows:

- To work as a team in scheduling, planning, preparing and attending events
- To work in collaboration with other community groups/organisations to organise events if required
- To seek volunteers for village events
- To produce any risk assessments and guidance for participants/stall holders
- To ensure that no activity or decision should undermine or invalidate the Council's insurance.
- To determine fees for pitch space/stalls
- To produce an annual schedule of events and promote those events.
- To act within the annually agreed budget and the Parish Council's expenditure guidelines to produce the planned events.
- To produce input to the Council's website and e-newsletter.

Meetings

- Issue of Agenda to comply within the Parish Council's standing orders
- The Clerk will take minutes at the Committee meetings if present, if not present a person shall be nominated to do so
- Minutes to be circulated to all Councillors with recommendations at the next full Council meeting
- Committee to meet a minimum of twice a year.

Planning

Each event shall maintain a planning document which includes the following:

- Event timetable plan – key tasks
- Event Risk Assessment
- Key contacts
- Volunteer rota
- Budget tracking spreadsheet.

Review

The Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Parish Council meeting.