

LYMM PARISH COUNCIL

Clerk to the Council: Kerry Duffin
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Address: The Village Hall, Pepper Street,
Lymm WA13 0JB



Events Committee Terms of Reference

1. Committee

The Events Committee is constituted as a Standing Committee of Lymm Parish Council.

2. Members

The quorum of the Committee shall be a minimum of three members and up to five members agreed at the Annual May meeting. Other members can be allowed onto the Committee if a vacancy arises.

3. Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

4. Powers

The Committee is authorised to make decisions on behalf of the Parish Council, reporting to Warrington Borough Council

5. Budgetary and Financial Consideration

The Chairman of the Committee is authorised to spend up to £1,000 that needs to be made in advance of authorisation at the next Full Council meeting in agreement with the Responsible Financial Officer.

6. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the meeting during consideration of the agenda item to which the interest relates.

7. Chairman

The Chairman is to be elected annually by the Committee at their first Meeting. The Committee Chairman can engage in discussions with individuals outside of meetings but not make decisions on behalf of the Committee.

8. Meetings

The Committee will meet once a year to discuss the Events and Festivals for the year and then as the workload requires, with a minimum of 3 clear days' notice given.

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9. Terms of Reference

To review the Terms of Reference of the Events Committee and associated policies at the first meeting of the Committee after the Annual Meeting of Council or when necessary and make appropriate recommendations to Full Council.

10. Responsibilities and Core Purposes

- a. To liaise with key festival and event organisers to confirm the Parish Council involvement and support (road closures, insurance, grants, volunteers, traffic management etc)
- b. To provide advice, support and training as necessary
- c. To promote the calendar of events across the Parish
- d. To act as a single point of contact for events organisers and liaison with key partners
- e. To oversee a set of events on behalf of the Parish Council (Carols Around the Cross, Remembrance Parade)
- f. To co-ordinate the commissioning of other events as necessary
- g. To ensure that all Events are planned respecting the environment and climate

11. Admission of the Public and Press

The Public and Press may be admitted to all meetings. If required they may be temporarily excluded by means of a special resolution as follows: "In accordance with the Public Bodies (admission to Meetings) Act 1960 and the Local Government Act 1972, ss100 and 102, the following agenda items are likely to be considered with members of the public and press excluded from the meeting for the reason that the nature of the business being discussed is of a confidential nature and that matters appertaining to the employment of staff are confidential."