



## Events Committee Terms of Reference 2023-24

### 1. Committee

- 1.1. The Events Committee is constituted as a Standing Committee of Lymm Parish Council.
- 1.2. The Committee will operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.

### 2. Membership

- 2.1. The committee will comprise of not less than 3 members and no more than 5 of the Parish Council who are all elected annually by Full Council during the May meeting.
- 2.2. The Council will appoint a Chairman at the first meeting in May each year.
- 2.3. A Chairman shall serve no more than 3 consecutive years.
- 2.4. In the event of the Chairman's absence the members of the committee present will appoint a Chairman at the beginning of the meeting.
- 2.5. The Committee cannot appoint non-Councillors as Committee Members.
- 2.6. Each meeting requires a quorum of 3 Members.

### 3. Frequency of Meetings

- 3.1. There will be a minimum of four meetings in any financial year and the date for the next meeting will be set at the end of each meeting, but additional meetings may be called as the Clerk and Responsible Financial Officer and Committee Chairman feel necessary.
- 3.2. Agenda must be prepared and distributed with 3 clear days' notice.
- 3.3. Draft Minutes of all meetings are to be forwarded by e-mail to members of the Committee as soon as practicable following the meeting.
- 3.4. The Committee will meet once a year to discuss the Events and Festivals for the year and then as the workload requires.

### 4. Voting at Meetings

- 4.1. Only designated Committee members are allowed to vote at meetings. Ex-officio Councillors are able to participate but cannot vote.

### 5. Interests of Members

- 5.1. If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.



5.2. If a Member has declared an interest then considers the interest to be prejudicial, they must withdraw from the meeting during consideration of the agenda item to which the interest relates.

## **6. Purpose – General Delegated Powers**

6.1. Members will be advised by the Clerk to the Council whether or not a particular item under discussion is within the committee's delegated powers or is a matter that has been delegated by Full Council. If it is within delegated powers the minute will record the decision as **Resolved**. If not, then the minutes will record the decision as **Recommended** and it will be brought to the attention of the Council for decision when tabling the committee minutes.

## **7. Purpose – Specific Delegated Powers**

7.1. 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 Clerk and Responsible Financial Officer.

7.2. To liaise with key festival and event organisers to confirm the Parish Council involvement and support (road closures, insurance, grants, volunteers, traffic management etc)

7.3. To provide advice, support and training as necessary

7.4. To promote the calendar of events across the Parish

7.5. To act as a single point of contact for event organisers and liaison with key partners

7.6. To oversee a set of events on behalf of the Parish Council (Carols Around the Cross, Remembrance Parade)

7.7. To co-ordinate the commissioning of other events as necessary

7.8. To ensure that all Events are planned respecting the environment and climate.

## **8. Review of the Terms of Reference**

8.1. Terms will be reviewed at the Annual Parish Council meeting in May or before if required.

## **9. Admission of the public and press**

9.1. 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."