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## TERMS OF REFERENCE – COMMUNITY EVENTS COMMITTEE

***These terms of reference are supplemental to, and do not in any way override, the Parish Council's Standing Orders and Financial Regulations.***

***All powers shall be exercised in accordance with any Standing Orders, Financial Regulations, adopted policies or directions given by West Hunsbury Parish Council.***

1. Membership of the Committee shall be decided during the first initial meeting and thereafter at the first meeting after the Annual Parish Council Meeting.
2. The Committee will consist of both parish councillors and members of the public, only members of the parish council may have voting rights. The Committee is delegated to co-opt up to 4 non-councillors.
3. The Committee shall be subject to a quorum of half of its members or 3, whichever is greater.
4. The Chairman of the Committee will be elected by the Committee at its first meeting and thereafter annually at its first meeting after the Annual Parish Council Meeting.
5. The Vice Chairman of the Committee will be elected by the Committee at its first meeting and thereafter annually at its first meeting after the Annual Parish Council Meeting.
6. Meetings will be called by the Chairman of the Committee and the Clerk as and when deemed necessary, minutes will be recorded by the Clerk or any member nominated at the meeting. The meeting may be recorded to aid this process.
7. All meetings will be convened in accordance with the Parish Councils standing orders.
8. The Committee will have a delegated total budget of £30,000, this amount is set in the approved Parish Council budget. This budget is to be spent solely on costs associated with arranging community events throughout the year. The Committee is expected to adhere to the parish councils standing orders when obtaining quotes for items and services.
9. The Committee has the delegated power to incur expenditure on behalf of the parish council up to the value of £5000 in per item.
10. All orders for goods and services are to be made in conjunction with the Clerk.
11. The aim of the Committee is to facilitate the delivery of community events in the parish throughout the year, achieving value for money for our residents.
12. The Committee is responsible for ensuring that all events comply with current legislation and have adequate insurance provision and risk assessments.