

SOURTON PARISH COUNCIL

Events Working group.

Terms of Reference

Purpose

This working group has been created to plan and organise events in Sourton. The Working Group will be led by Councillors, the Clerk can be tasked with providing information and include members of the public.

This Working Group has no statutory role and has no formal decision-making powers. It makes recommendations to the Council.

Membership of Committee

- a) A minimum of three Councillors, any Councillor is entitled to be a member.
- b) The quorum for Working Group meetings shall be at least two Councillors supported by the Clerk.
- c) The Working Group may appoint its own Chairman.
- d) Community representatives, subject to the Working Group's view that their input adds value. Non-Councillors do not have voting rights on any financial matter.
- e) The Chairman and Vice Chairman of the Council are ex officio members.

Frequency of Meetings

As and when required.

Scope of Working Party

1. Work in partnership with residents and community organisations to determine type of celebrations, format, date, time, and location.
2. Prepare an Event Plan for the council's approval.
3. Investigate costs and report back to the council.
4. Secure sufficient voluntary and community organisation support to run the event in a co-ordinated and safe manner.

In delivering these objectives, the Working Group shall have authority to:

- a) Liaise with parishioners.
- b) Through the Clerk seek professional advice such as advice licensing, H&S and financial matters.
- c) Promote the event to the community once event funding is secured.

d) Instruct the Clerk to make applications for grant funding.

Full Council retains overall responsibility:

1. The Working Group must provide regular progress reports to Council.
2. The Working Group does not have authority to agree or sign any contracts or deeds.
3. The Working Group does not have delegated financial authority; however, the Clerk or may liaise with Working Group members on financial matters which fall under the Clerk's delegated authority.
4. The Working Group must acknowledge Sourton PCs duty to provide for all demographics within the community and must not discriminate against protected characteristics.
5. Conflicts of Interest - Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.
6. Data Protection – the Working Group's work must comply with the Data Protection Act and member must have regard to Sourton PC's Data Protection Policies. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act.

This policy was adopted on	May 2024
Signature Of Chairman	S Firth
Date of next review	May 2025