

## Events Committee - Terms of reference

### FC035/22 Events committee

1. It was **RESOLVED** by unanimous vote to make the events working group a committee.  
This was proposed by Cllr Gluza and seconded by Cllr Nowland.
2. It was **RESOLVED** by unanimous vote to agree the following terms of reference.
  1. To provide the full council with a schedule of proposed events at the November meeting for the next financial year.  
The proposal is to include the type of event, date, time, location and clarify how the event is being insured.
  2. To provide the full council with a budget cost for each event at the November meeting.
  3. Manage the events budget and ensure all purchases have receipts, invoices to be sent to the clerk to pay.
  4. Create promotional material on behalf of the parish council for each event.
  5. Promote the event on behalf of the council using all forms of communication.
  6. Engage with the community on behalf of the parish council, including asking for sponsorship and donations.
  7. Apply for grants on behalf of the parish council to help fund the event.
  8. The Clerk to support with administration.
  9. The committee is open to all in the community, however only councillors have voting rights.
  10. The committee quorate is 3, and a chairman and minute taker will be appointed from these.
  11. The first meeting will be held on Tuesday 5th July 2022 at 7 pm in the Jack Argent room of the community centre.