

# **GROBY PARISH COUNCIL EVENTS COMMITTEE**

## **TERMS OF REFERENCE**

### **Objectives:**

- To organise Event(s) as directed by Groby Parish Council.

### **Rights and Powers**

- The Committee is solely responsible to Groby Parish Council
- Written minutes will be taken to record the Committee decisions and will be approved and signed as a true record of the meeting at the next Events Committee.
- The Committee will submit all its minutes of meetings to the next appropriate meeting of Groby Parish Council.
- The Committee will provide a report for consideration to the next meeting of Groby Parish Council.
- The Clerk will be responsible for arranging meetings and for the recording and distribution of minutes.
- The Committee have delegated authority to make decisions and put arrangements in place for the Event(s).
- The Committee have delegated authority to spend provided it is within the budget previously AGREED by Full Council.
- The Terms of Reference will be reviewed annually at the Annual Meeting of Council until such point as Full Council decides that the Committee is no longer required.

### **Membership and Meetings**

- The Committee will consist of a minimum of five Councillors who will be elected each year at the Annual Parish Council meeting.
- The first item of business at its first meeting after the Annual Parish Council meeting each year will be to elect a Chairman.
- A quorum will be a minimum of 3 elected members.
- Non-members of Groby Parish Council may be appointed to the Events Committee and will be allowed a vote with the exception of any financial matters where non-members have no vote.
- The Committee will meet until the objectives have been completed or the Committee is no longer required.
- All meetings will be open to the public.
- Administrative support for the Committee will be provided by the Parish Clerk.

### **Responsibilities**

- To consider how to celebrate Event(s) within Groby Parish and to advise Full Council on event(s) to be held.
- To consider budget requirements for the event and advise the Finance & General Purposes Committee accordingly.
- To consider Community involvement and engagement regarding the event
- To work in partnership with other groups in the Parish, the police, Hinckley & Bosworth Borough Council, Leicestershire County Council to co-ordinate the Event(s).