

TERMS OF REFERENCE – EVENTS COMMITTEE

The Events Committee is appointed by and is solely responsible to Groby Parish Council.

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 has delegated authority to make decisions and put arrangements in place for the Event(s).
- The Committee has delegated authority to incur expenditure in accordance with the approved Events Budget line.
- 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 Chair.
- 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 office staff.

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).