

Terms of Reference for the Major Events Committee

Version 3 – adopted 26th May 2020; revised by Full Council 4th May 2021

1. Constitution

- 1.1. The Major Events Committee is constituted as a Committee of the East Preston Parish Council.
- 1.2. The Committee's terms of reference may be amended at any time by the Council. Minor amendments can be made within the committee itself.
- 1.3. The Committee may from time to time investigate, discuss or review matters outside its terms of reference if required to do so by the Council.

2. Authority

- 2.1. The Committee is authorised by the Council to manage any activity within its terms of reference.
- 2.2. The Committee is authorised by the Council to obtain external legal or other professional advice and to secure the attendance of anyone it considers has relevant experience, expertise or knowledge with the agreement of the Chairman of the Council and the Chairman of the Finance & General Purposes Committee.
- 2.3. Where a decision is needed ahead of a committee meeting, and this can clearly be justified, a decision can be made on behalf of the committee by the Chairman and Vice-Chairman of the Committee in conjunction with the Clerk or Assistant Clerk. Wherever possible, committee members should be consulted electronically first.

3. Membership

- 3.1. The Committee shall be appointed by the Council from amongst its members and shall consist of not less than three members and not more than five. The Chairman and Vice-Chairman of the Council may attend all committee meetings and may exercise their right to speak and vote.
- 3.2. The Committee shall elect a Chairman and a Vice-Chairman for the municipal year at its first meeting in every council year.
- 3.3. The Clerk of the Council is Secretary to the Committee.
- 3.4. The Chairman of the Committee will automatically sit as a member of the council's Audit & Governance Committee. On occasion, the Chairman of the Committee may send another member of the committee to Audit & Governance Committee meetings as an official, named substitute.
- 3.5. Where there are more councillors willing to sit on a committee than spaces available, the Chairman of the Council and incumbent Chairman of the Committee, should agree to one of those extra councillors becoming the committee's official substitute.

Where it is necessary to include a substitute councillor, because of known absence or a conflict of interest, the official substitute should be approached first. Where that councillor is also unavailable or the committee does not have an official substitute, the Chairman of the Committee and the Clerk should agree between them the order in which to approach other councillors.

The maximum number of substitute councillors at any one committee meeting should be three (for committees of seven members) or two (for committees of five members). (added by Full Council on 4th November 2019, Minute 946/19, Resolution 1372)

4. Meetings

- 4.1. Meetings shall be held at least four times a year.
- 4.2. Additional meetings may be called by the Council or by the Chairman of the Committee.
- 4.3. The quorum necessary for the transaction of the business of the Committee shall be at least one half of the members or not less than 3.
- 4.4 After any evening meeting, regardless of the venue, the Chairman and / or Vice-Chairman of the Committee must stay with the Clerk or Assistant Clerk until he or she has locked up the whole of the venue, as necessary. (added by Full Council on 4th November 2019, Minute 946/19, Resolution 1373)

5. Responsibilities

- 5.1 To organise large-scale events on behalf of the council; initially, but not exclusively, East Preston Christmas Celebrations, East Preston Food & Drink Festival and the council's four-yearly end-of-term party.
- 5.2 To propose a committee budget to the Finance & General Purposes Committee for onward recommendation to and agreement by Full Council.
- 5.3 To co-ordinate community volunteers to ensure the smooth running of the council's large events.
- 5.4 To liaise with council contractors to ensure the smooth running of the council's large events.
- 5.5 To complete and sign-off the Risk Assessment for any council large event.

6. Reporting Procedures

- 6.1. The Chairman of the Committee shall produce a short written report for circulation to all councillors for the following Full Council meeting. Where this is not practical, the Chairman shall give a short verbal report in place of the written report.