

Terms of Reference for the Major Events Committee

Version 1 – October 2018

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.

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. In accordance with Standing Order 13(a)(vii), the Chairman and Vice-Chairman of the Council may attend all committee meetings and may exercise their right to speak and vote.
- 3.2. In accordance with Standing Order 13(a)(iii), 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.

4. Attendance at Meetings

- 4.1. 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.

5. Frequency of meetings

- 5.1. Meetings shall be held at least four times a year.
- 5.2. Additional meetings may be called by the Council or by the Chairman of the Committee.

6. Responsibilities

- 6.1 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.
- 6.2 To propose a committee budget to the Finance & General Purposes Committee for onward recommendation to and agreement by Full Council.
- 6.3 To co-ordinate the correct number of community volunteers to ensure the smooth running of the council's large events.
- 6.4 To liaise with council contractors to ensure the smooth running of the council's large events.
- 6.5 To complete and sign-off the Risk Assessment for any council large event.

7. Reporting Procedures

- 7.1. 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.