



Cople Parish Council Events Working Group Terms of Reference

Name

The name of the group shall be the Events Working Group.

A Working Group does not have a statutory role and does not have formal decision-making powers. The Full Council retains overall responsibility in all matters.

Purpose

The purpose of the Group shall be to support the Parish Council to carry out the following tasks:

- To provide and facilitate events and activities to be hosted by the Council including the Christmas Lights Switch On events, and any other event or activity the Council resolves to hold or be involved with.
- To promote involvement in and participate in community events.
- To ensure that all suitable and sufficient policies, procedures, planning, health and safety requirements, risk assessments and any other documentation is in place to minimise risks at events.
- To support the Group to organise commemorative events and memorabilia for events such as jubilees, community events, etc.

Membership

- The Group will be made up of Parish Councillors nominated by the Parish Council.
- It may include non-parish councillors, such as residents, without any voting rights

Defining Roles

- At the first meeting, the Group will elect a Group lead.
- Wherever possible all other members should have a specific role, to be agreed by the Group. (For details see Roles & Relationships.)

Roles & Relationships

- Parish Council insurance will cover the previously agreed activities of the Group and volunteers, but Events Working Group members, in liaison with the Parish Clerk, need to ensure that terms of the insurance are not breached.

- Parish Councillors who are also members of the Group, will provide a regular report to the Parish Council, for consideration and agreement of recommendations.
- The Parish Council will provide the opportunity for the endorsement of regular reports via its meeting agenda.
- It is expected that all Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.
- The Working Group does not have authority to agree or sign any contracts or deeds.
- Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.
- Data Protection – the Working Group's work must comply with the Data Protection Act and member must have regard to the Parish Council Data Protection Policies. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act.

Meetings

- The Group shall meet as may be required.
- At least three clear days' notice of meetings shall be sent to members via the communication method agreed with, and appropriate to, each individual member.
- Whenever possible, notices of meetings should detail the matters to be discussed.
- A member of the Group shall keep a record of meetings, and circulate notes to Group members and the Parish Council in a timely fashion.
- Copies of the Parish Council's Code of Conduct will be available at all Group meetings

Finance

- Notification of all planned expenditure will be given to the Parish Council before actual costs are incurred. All expenditure must be agreed by the Parish Council.
- The Group, or appointed member, shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the Parish Clerk.
- The Group, or appointed member, in partnership with the Parish Clerk, will draw up and agree with the Group procedures for volunteers who wish to claim expenses.
- The Group, or appointed member, will report back to the Group and the Parish Council on planned and actual expenditure for the project.

- Invoices will be made out in the name of the Parish Council who will pay them at their next scheduled Parish Council meeting.
- Members of the community who are involved as volunteers with the Group, or previous activities, may claim back any previously agreed expenditure that was necessarily incurred. This includes, but is not limited to, postage, stationery, telephone calls and travel costs.

Dissolving the Events Working Group

- If the Group wishes to dissolve it must be agreed at the next Parish Council meeting.