

Haslington Parish Council

Terms of Reference for an Events Committee

1. Purpose

- a) The purpose of the Committee is to determine and organise a schedule of community events in Haslington.

2. Membership & Quorum

- a) The Committee shall comprise of four Parish Councillors appointed by full Council.
- b) The Committee shall elect a chair and vice chair at their first meeting of each Council year.
- c) The Committee may invite non-councillors to join the committee on a non-voting basis or to a working group to assist in the delivery of any planned events.
- d) The committee will be quorate with at least 3 Parish Councillors in attendance.

3. Delegated Powers and Responsibilities

- a) The Committee shall have powers delegated by full Council in relation to planning, organising, and managing events/activities in accordance with section 1.
- b) The Committee shall present a budget to full Council for approval as part of the annual budget-setting process.
- c) The Committee has delegated powers to agree and incur expenditure within the budget resolved by full Council.
- d) Any expenditure will be by committee resolution and will pertain only to the resolved events committee budget line detailed in the Council's resolved budget.

4. Meetings

- a) The Committee will arrange a schedule of meetings necessary to complete its work. Notice of these meetings will be published on the Council website and provision for the public to attend must be made.
- b) The Committee will meet no less than once per quarter.
- c) The Chairman or Vice-Chairman of the Committee shall present a report to full Council as requested by the Chairman of the Council and Clerk.

5. Administrative Support

- a) The Clerk to Haslington Parish Council will provide support as appropriate.
- b) If the Clerk is not available to attend a meeting, a member of the events committee will be required to take minutes.

6. Restrictions

- a) A member of the Committee must make any declarations of interest and withdraw from the room and/or abstain from voting as appropriate.
- b) The Committee will comply with relevant legislation for all scheduled events.
- c) The Committee will comply with and have due regard to the active Standing Orders, Financial Regulations and Code of Conduct of the Council.

These terms of reference were adopted at the meeting due to be held on the 13th May 2024.