

# **MARKS TEY PARISH COUNCIL**

Parish Hall, Old London Road, Marks Tey, CO6 1EJ

Telephone: 01206 213 250

[www.essexinfo.net/marksteyparish](http://www.essexinfo.net/marksteyparish)

## **Community Events Committee**

### **Terms of Reference**

#### **Purpose of the Community Events Committee**

This committee is appointed:-

- 1) to make decisions about all matters concerning the development of Community Activities, including Community Events, subject to expenditure limits as decided by the Full Council when setting the annual budget. This will include:
  - a. development of a Calendar of community events, including, but not limited to Litter Picking, a group and activities for older residents, Community Picnics, Community Library and fundraising events, including a Summer Fete.
  - b. recruitment and support of village volunteers to support events and to support the delivery of information.
  - c. communications – disseminating information, including the newsletter, posters and social media.
  - d. community engagement activities as identified from time to time, eg consultation exercises.
  - e. liaising with local community groups and encouraging the development of groups.
- 2) to recommend future years budgets in respect of Community Events to the Council as part of the annual budget process.

It is classed as a Standing Committee as it has ongoing responsibilities.

#### **Membership**

Membership of the committee is 3 Councillors and membership and chairmanship will be agreed at the Annual Parish Council Meeting. The Committee Meetings may also be attended by the Chairman and/ or Vice Chairman of the Council as full committee members if not already appointed to the Committee. All members shall comply with the Code of Conduct and Council's Standing Orders. The quorum for this Committee is 3.

The Community Events Committee will invite Parish Councillors and actively encourage non-Councillors to attend meetings to assist in the consideration of issues and /or provide specific subject expertise.

It is recognised that there will be links with the Premises and Finance committee, through the use of Parish Facilities and through fund raising activities. The Chairman and / or Vice Chairman will be consulted and involved in these discussions. Recommendations in regard to staffing issues will first be referred to the Staffing committee and then ratified by full council.

#### **Meetings**

The committee will meet at least three times a year and this will include meeting as and when required. All meetings are meetings that by law require 3 days clear notice and are open to the public.

#### **Community Events Committee**

Adopted at Full Council meeting 5 November 2018. Minute ref 2018/249

Amended and confirmed at Full Council meeting 10 December 2018. Minute ref 2018/269

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For specific activities, the Committee may set up working groups to report back to the committee.

Minutes of all meetings are to be produced and submitted to Council at the next Council meeting to include any resolutions recording the exercise of the Committee's Delegated Powers.

All meetings are to be held at Marks Tey Parish Hall at any time.

### **Delegated powers**

Subject to agreement by the Full Council, the Committee will hold delegated powers to deal with all issues regarding Community Engagement and Events, with reports and recommendations made to the Full Council as necessary. In cases of emergency that will not wait until the next Council meeting the Committee will have full powers to act on behalf of the Council.

The committee shall be empowered to approve expenditure in respect of the development of community activities subject to the proviso that all community and volunteer events are expected to be self-funding, unless Full Council has agreed a budget for a specific event.

Irrespective of this, any single item of expenditure (including aggregated stage payments) in excess of £500, any project budget in excess of £1500, or any contract, order or agreement leading to such expenditure, shall be subject to approval by Full Council unless it has already been provided for by way of an agreed maximum approved by Full Council or an overall project-specific budget or earmarked reserve approved by Full Council. Payments will be authorised and effected in compliance with Financial Regulations.

The committee shall be empowered to act on behalf of the Parish Council in respect of tenders, quotations, and contracts of providers (excluding contracts of employment) subject always to the expenditure restrictions outlined above, and to compliance with relevant Standing Orders and Financial Regulations.

Note - provided Full Council has approved the maximum amount and purpose of the expenditure, approval of a quotation shall be at the discretion of the committee.

The committee shall be empowered to approve risk assessments relating to events.

### **Remit**

- To develop and support regular Community activities.
- To keep community needs under review.
- To provide volunteering opportunities within the village.
- To ensure that community facilities are used by the community.
- To provide the opportunity for residents of Marks Tey to be consulted through good communications.

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