

These Terms of Reference were adopted by at Full Council 06.09.22



PEVENSEY
PARISH COUNCIL

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Terms of Reference for Events Sub- Committee

Appointed by	Full Council
Number of Members	As appointed by the committee. Members including either the chair or vice chair of council.
Membership Renewed	Annually in May or TOR are amended
Minimum number of meetings	When required
Delegated authority for decisions	No
Delegated authority for Budget	No
Can appoint Sub- Committee	No
Members to form a Quorum	3 councillor members

Powers and Responsibilities

- The events sub- committee is appointed by, and solely responsible to, Pevensey Parish Council. The sub- committee duties are outlined in this terms of reference and are defined and agreed by full council who may vote, at any time, to modify the sub- committee powers. The membership and terms of reference will be reviewed and agreed, as a minimum, annually by the full council.
- The events sub- committee is made up from councillors and non-councillors. A minimum of 5 councillors to be appointed to this committee.
- The sub-committee can appoint non-councillor members who have specific knowledge / expertise on the subject to assist the committee. Non-councillor members do not have voting rights.
- The quorum of the sub- committee shall be 3 councillors. Either the chair or vice chair can automatically be members of this committee.
- A chairman is to be appointed annually by the sub- committee at their first Meeting.
- The sub- committee will call a minimum of bimonthly meetings or more frequently if required.
- To review the terms of reference of the events sub- committee at the annual meeting of the council and when necessary, the committee to make appropriate recommendations to full council.

Meetings

- The clerk will arrange all meetings, depending on how events progress. A minimum of bi-monthly will go ahead.
- The clerk to attend all event meetings.

Review Date: annual in May

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- If the clerk has any concerns about the reputation of the council or its finances involving an event. It will be raised it with council.
- Formal agendas and minutes are not required. Although a post meeting report to kept and circulated to committee members.
- The sub-committee shall report formally to full council with information updates when required.
- The meetings of committee are not open to press and public.
- The chair of the sub-committee must report to full council in respect of those activities at meetings in order that progress may be noted, and decisions approved.

Budget

- The committee has no budgetary spending. Unless agreed and amended by the full council.

Events:-

- The sub- committee has the overall responsibility for management of the council's events ensuring they run in accordance with legislative requirements, regulations and guidelines.
- To consider events for the community which will be facilitated, organised and run by the parish council on an annual basis for the benefit of all aspects / areas of community residents, paying particular attention to the councils vision.
- To engage with community organisations in the running and organisation of events;
- To promote community events in council publications / on website;
- To be innovative with events and put together an events programme.
- To report make recommendations to council for future events and dates.
- To ensure protocols and guidelines from councils' insurance company are adhered to.
- To ensure councils events do not clash with other community groups.
- All financial spending to be agreed by full council
- All events to be agreed by full council.

And any other events / communications that the full council feels falls under the remit of the communications and events sub-committee.

The sub- committee responsibilities outlined above reinforce the duties and responsibilities of full council and do not replace full councils' responsibilities.