

Yarnfield and Cold Meece Parish Council

Events Working Group Terms of Reference

		Date	Resolution
Approved on	First Approved	28 September 2022	22-410
	Revised	15 February 2023	23-98
Next review date	May 2025		



1 Authority

- 1.1 The Events Working Group is appointed by Yarnfield and Cold Meece Parish Council to deliver the aims and objectives set out in these Terms of Reference.
- 1.2 The Terms of Reference will be reviewed by the Full Council.
- 1.3 Nothing in these Terms of Reference prevents the Council from dealing with a matter that might otherwise be dealt with by the working group.

2 Membership

- 2.1 The membership of the Working Group will be:
 - i. Up to 5 non-elected members. In the first year members will be drawn from the Yarnfield Fete Committee.
 - ii. One parish councillor
 - iii. The Parish Clerk
 - iv. Any member of the Council shall be entitled to attend and speak at meetings of the Working Group.
- 2.2 The Chair of the Working Group being drawn from the membership of the Working Group and will be appointed by the Working Group at their first meeting and thereafter at the Annual Parish Council meeting.
- 2.3 The quorum of the Working Group will be 3 members of the group.

3 Aims and objectives

- 3.1 The Working Group will:
 - i. Make recommendations to the Council about the production of a schedule of events.
 - ii. Make recommendations to the parish council about the scope of any events, the hire of equipment, stalls or traders, or any other activities associated with the event.
 - iii. Make arrangements for health and safety and first aid at an event.
 - iv. Prepare promotional material to support the events.
 - v. Work with the parish clerk to produce risk assessments for an event.

4 Meetings

- 4.1 The Working Group will be responsible for setting the timetable of meetings, preparing agendas and action notes arising from the meetings.
- 4.2 Meetings will be held in the village hall, or other venue agreed by members of the Working Group.

5 Reporting

- 5.1 On a quarterly basis the Chairperson of the Working Group will report to the Parish Council on:

- i. Progress on the delivery of events.
- ii. Volunteering opportunities to support delivery of events.
- iii. Costs associated with any event.
- iv. Proposals on charitable donations that could be made from money raised at events, or other projects that could be supported.

6 Purchase and hire

- 6.1 All orders associated with the organisation of any event will be approved by the parish council and official orders raised.

7 Donations

- 7.1 All money donated to the Parish Council by Yarnfield Fete Committee will be accounted for separately from the parish council's general fund and will be used exclusively for the delivery of the aims and objectives set out in these Terms of Reference.
- 7.2 All equipment donated to the parish council will be included on the council's asset register.

8 Funds raised through activities of the Working Group

- 8.1 All money raised through activities of the Working Group will be accounted for separately from the parish council's general account and be used to:
 - i. Pay the costs of events arranged by the working group.
 - ii. Put towards building a reserve to be used to underwrite the cost of future events.
 - iii. To make charitable donations to named charities and voluntary groups whose work benefits residents of the parish. The list of groups to benefit from such donations and the value of any donation, is to be proposed by the working group, and agreed annually by the parish council.