

MUNDESLEY-on-SEA PARISH COUNCIL
EVENTS WORKING GROUP
TERMS OF REFERENCE

1. Working Group

The Events Group is a working group of Mundesley-on-Sea Parish Council.

2. Members

The Events Working Group is made up from Councillors and non-Councillors. The quorum of the Working Group shall be 5 Members. The Chair and Vice Chair are automatically members of this working group.

3. Chairman and Vice-Chairman

The Chairman and Vice-Chairman are to be appointed annually by the working group at their first Meeting.

4. Meetings

The working group will call meetings as and when needed.

5. Terms Of Reference

To review the Terms of Reference of the Events Working Group at the Annual Meeting of the Council and when necessary the committee to make appropriate recommendations to Full Council.

6. Responsibilities

The Working Group has the overall responsibility for the management of the Council's events ensuring they run in accordance with legislative requirements, regulations and guidelines.

These will include:

- To report make recommendations to Council for future events.
- 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.

7. Minutes

Informal minutes will be taken at the minute and distributed to Working Group members.

8. Reporting to Council

The Chair of the Working Committee must report to Full Council in respect of those activities at meetings in order that progress may be noted and decisions ratified.