

**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 of 15 members 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.

Any members wishing to join the committee must be agreed and voted on by the current committee.

**3. Chairman and Vice-Chairman**

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

The Chair must be a member of Mundesley Parish Council.

**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.