

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. This group will also be conducting events for The Gold Park Trust.

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.

The Group will ensure that meetings for Mundesley Parish Council events are separate from the Gold Park Trust, and that the minutes from these meetings are also separate.

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.

The Group will ensure that minutes for Mundesley Parish Council events are separate from the Gold Park Trust's minutes.

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.