



Events Committee Terms of Reference

Date first issued:	2021
Version number:	V2
Date version live:	2026
Policy owner:	Mundesley Parish Council
Approved by:	Mundesley Parish Council
Date next review:	May 2027
Published by	Clerk

1. Purpose

The Events Committee is responsible for organising and executing the calendar of Parish Council led events, and to provide directions for officers, councillors and volunteers in the planning, organisation and evaluation of all events.

2. Members

The Events Committee can be made up of 17 members including a minimum of 6 councillors and invited non-councillors. The quorum of the Committee shall be 6 Members. The terms of reference must be approved by Full Council.

3. Chairman and Vice-Chairman

The Chairman and Vice-Chairman are to be appointed annually by the committee at their first Meeting. The Chair must be a member of Mundesley Parish Council.

4. Meetings

The committee will call meetings as and when needed, with a minimum of 3 per year. Agendas will be published with three working days as per Council Standing Orders. Minutes will be approved at the next committee meeting, and presented to Council, with any necessary recommendations.

The Group will ensure that the meetings convened are for Mundesley Parish Council events only.

5. Responsibilities

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

These will include:

- To report and make recommendations to Council for future events, and any actions.
- To ensure protocols and guidelines from Councils insurance company are adhered to.
- To ensure Councils events do not clash with other community groups.
- The committee has delegated powers to agree spending in accordance with financial regulations and within the events budget set by Full Council.
- All events to be agreed by Full Council.

6. Minutes

Minutes will be taken at the meeting and distributed to committee members and posted on the Parish Council notice boards and website.