



# Heybridge Parish Council

Events Committee Terms of Reference  
Adopted 19 September 2013

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## Membership:

- The Events Committee will consist of 5 Parish Councillors along with the Chairman (ex-officio) and the Vice-Chairman (ex-officio.)
- Associate members may be appointed on the basis of their special knowledge and serve as full members of the Committee but without voting rights.

## The Committee will make recommendations to the Parish Council as follows:

- To provide an annual diarised scheme of community events, eg Remembrance Day Sunday, Community Festival, meet your Councillor events.
- To request an annual budget allocation based on specific planned events with the delegated power to spend within that budget allocation.

## The Committee has delegated responsibilities as follows:

- To produce an annual schedule of events in liaison with other parish-based community groups and promote those events.
- To act within the annually agreed budget and the Parish Council's financial regulations to produce the planned events
- To appoint volunteers when required to assist in any planned event

## Record of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with any recommendations needed for consideration to be put forward at the next Full Council meeting. The Clerk will be responsible for arranging the recording and distribution of the minutes.

## Schedule of Meetings

The Events Committee will meet the second Thursday of each month. Additional meetings will be arranged when necessary subject to deadlines of events planned.