

**Events Committee**

**Terms of Reference**

1. **Membership**

* 1. Membership shall consist of 6 Council Members appointed annually.
  2. Associate members may be appointed on the basis of their special knowledge or interest and serve in an ex officio capacity.
  3. The Chairman of the Committee shall be a member elected from the voting committee membership. A Vice Chairman of the Committee shall be a member elected from the voting committee membership. The Chairman of the meeting may give an original vote on any matter put to the vote, and in the case of equality of votes may exercise his casting vote whether or not he gave an original vote.
  4. A quorum shall consist of 3 members of the Committee and subject to Standing Orders will appoint substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer no later than 1pm on the day of the meeting.

1. **Meetings** 
   1. The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Parish Council.
   2. Minutes of all meetings will be recorded by the Parish Clerk or by a person nominated by the Clerk and shall be circulated at the next full meeting of Heybridge Parish Council. All Committee decisions will be circulated with any recommendations needed for consideration to be put forward at the next Full meeting of Heybridge Parish Council.
   3. Additional meetings will be arranged as required.
2. **Areas of responsibility.**
   1. To provide and annual diarised scheme of community events, eg Remembrance Day, Community Festival, Meet Your Councillor Events
   2. To request an annual budget allocation based on specific planned events with the delegated power to spend within that budget allocation.
   3. To produce an annual schedule of events in liaison with other parish-based community groups and promote those events.
   4. To appoint volunteers when required to assist in any planned event.

To be reviewed and approved 16th March 2020

Approved 16th March 2020

Approved May 2021

Reviewed March 2023

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