

MARKS TEY PARISH COUNCIL

Parish Hall, Old London Road, Marks Tey, CO6 1EJ

Telephone: 01206 213 250

www.essexinfo.net/marksteyparish

Community Events Committee **Terms of Reference**

Purpose of the Community Events Committee

This committee is appointed:

- 1) to make decisions about all matters concerning the development of Community Activities, including Community Events, subject to expenditure limits as decided by the Full Council when setting the annual budget. This will include:
 - a. development of a Calendar of community events
 - b. recruitment and support of village volunteers to support events and to support the delivery of information
 - c. communications – disseminating of information about Community Events using a variety of media platforms
 - d. community engagement activities as identified from time to time, and consultation exercises
 - e. liaising with local community groups and encouraging the development of groups

- 2) to recommend future years budgets in respect of Community Events to the Council as part of the annual budget process.

It is classed as a Standing Committee as it has ongoing responsibilities.

Membership

Membership of the committee is a minimum of two Councillors and membership, and Chair will be agreed at the Annual Parish Council Meeting. For voting on financial matters number of councillors should always outnumber community members. The Committee Meetings may also be attended by the Chair and/ or Vice Chair of the Council as full committee members if not already appointed to the Committee. All members shall comply with the Code of Conduct and Council's Standing Orders. The quorum for this Committee is 3.

The Community Events Committee will invite Parish Councillors and actively encourage non-Councillors to attend meetings to assist in the consideration of issues and /or provide specific subject expertise.

It is recognised that there will be links with the Staffing and Premises and Finance committees, using Parish facilities and through fund raising activities.

Meetings

The committee will meet at least three times a year and this will include meeting as and when required. All meetings are meetings that by law require 3 days clear notice and are open to the public.

For specific activities, the Committee may set up working groups to report back to the committee.

Minutes of all meetings are to be produced and submitted to Council at the next Council meeting to include any resolutions recording the exercise of the Committee's Delegated Powers.

All meetings are to be held at Marks Tey Parish Hall at any time.

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Delegated powers

Subject to agreement by the Full Council, the Committee will hold delegated powers to deal with all issues regarding Community Engagement and Events, with reports and recommendations made to the Full Council as necessary. In cases of emergency that will not wait until the next Council meeting the Committee will have full powers to act on behalf of the Council.

The committee shall be empowered to approve expenditure in respect of the development of community activities subject to the proviso that all community and volunteer events are expected to be self-funding unless Full Council has agreed a budget for a specific event.

The committee has authority to spend up to £1k, if already specified in the budget, without reference to Full Council unless it has already been provided for by way of an agreed maximum approved by Full Council or an overall project-specific budget or earmarked reserve approved by Full Council. Payments will be authorised and effected in compliance with Financial Regulations.

The committee shall be empowered to act on behalf of the Parish Council in respect of quotations and contracts of providers (excluding contracts of employment) subject always to the expenditure restrictions outlined above, and to compliance with relevant Standing Orders and Financial Regulations.

Note - provided Full Council has approved the maximum amount and purpose of the expenditure, approval of a quotation shall be at the discretion of the committee. The committee shall be empowered to approve risk assessments relating to events.

Remit

- To develop and support regular Community activities.
- To keep community needs under review.
- To provide volunteering opportunities within the village.
- To ensure that community facilities are used by the community.
- To provide the opportunity for residents of Marks Tey to be consulted through good communications.

Adopted 5 November 2018 Minute Ref 2018/249

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