



CATSHILL AND NORTH MARLBROOK PARISH COUNCIL

Events Committee - Terms of Reference

These Terms of Reference will comply with the Parish Council's Standing Orders as adopted April 2010.

Membership

- The Events Committee will consist of at least five parish councillors plus the Council Chairman and 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, Fun Day, Garden Competition, and Christmas Lights Competition.
- 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 expenditure guidelines to produce the planned events.
- To produce the Council's newsletter.
- To appoint volunteers when required to assist in any planned event.
- To oversee Council involvement in Youth-related activities.