

## Ruskington Parish Council

### Terms of Reference

**Name:** Events & Entertainment Committee

**Status:** A standing committee subject to the rules of the Council's Standing Orders.

**Aim:** To plan and arrange community events and fund-raising projects to improve engagement with all those who live in the Parish, through regular contact and events.

#### **Areas of Responsibility:**

1. The management of the Council's events and entertainment programme to facilitate closer engagement with members of the Parish.
2. Managing and encouraging engagement with members of the public by organising events and entertainment that the public will want to take part in, following Council's Data Protection and Communication Policies and GDPR legislation.
3. Liaising with Council members, and committees, especially the Recreation and Environment Committee, the Parish Clerk, RFO, all other employees of the council and such organisations and agencies as deemed necessary to achieve the aim.
4. Ensuring that all events/contacts are carried out in accordance with the Council's Standing orders, Financial Regulations, and Statutory Safety Regulations
5. Investigating potential opportunities for gaining sponsorship and/or funding for events or sponsorship of Council property i.e. tubs, planters etc.,
6. Identifying areas for improvement of the Council/Parish interaction.
7. Managing and referring to Council to outside agency contact to aid successful events and entertainment.

8. Suggesting and exploring the feasibility of events and event timetables, including financial costs/gains, staff requirements, equipment requirements and making recommendations to Council.
9. Spending within the Committee's agreed budget, as approved by Council.
10. To be responsible for event equipment.

### **Membership**

All members of the Parish Council are eligible to become members.  
Members of external organisations and volunteers are eligible to be co-opted.  
External organisations and non-councillor members cannot vote and must leave the meeting for closed session.

### **Quorum**

A Quorum shall be three or two-thirds of the total councillor membership, whichever is the greater.

### **Meetings**

The Committee shall meet four times per year, or more frequently as required.

### **Chairman**

At the first committee meeting following the Parish Council's Annual Meeting, a Chairman and Vice Chairman shall be elected.

The Chairman shall be responsible for:

1. The conduct of meetings.
2. Presenting reports and the minutes of committee and working party meetings to full Council and seeking approval of proposals made.
3. Working with the Responsible Finance Officer (RFO) to ensure committee expenditure is within budget.
4. Working with the RFO to prepare a budget for the next Financial Year.

5. Ensuring that Council's policies for Health and Safety and Safeguarding are followed during meetings and events.
6. Ensuring areas are returned to "as they were status", after meetings and events.
7. Ensuring the Clerk and Chairman of Council are informed of matters of concern (in their absence the Deputy Clerk and Vice-Chairman).
8. The Chairman of the Committee, or a representative, shall be a member of the Finance committee.

Adopted on . Min ref: