



Events Working Group

Terms of Reference

1. Status

- 1.1 The Event Working Group ("the Working Group") is established by resolution of Laneshaw Bridge Parish Council.
- 1.2 The Working Group is advisory only and has no delegated powers to make decisions or incur expenditure on behalf of the Council.
- 1.3 All recommendations of the Working Group shall be referred to Full Council for consideration and approval.

2. Purpose

- 2.1 To develop proposals and provide detailed recommendations to Full Council regarding the planning and delivery of the Parish Events.
- 2.2 To consider associated matters including budgeting, logistics, risk management, partnerships, and community engagement.

3. Objectives

The Working Group shall:

- Develop a draft Event Plan, including theme, objectives, format and programme.
- Identify suitable dates, venues and suppliers.
- Prepare a draft budget and funding proposals.
- Consider health and safety, safeguarding, insurance, licensing and other statutory requirements.
- Identify risks and propose mitigation measures.
- Engage with relevant stakeholders, community groups and partners as appropriate.
- Report progress and make recommendations to Full Council.

4. Membership

- 4.1 Membership shall be determined by Full Council.
- 4.2 The Working Group shall consist of Parish Councillors.
- 4.3 Non-councillors (e.g. community representatives or subject experts) may be appointed by Full Council in an advisory capacity.
- 4.4 The Chair of the Working Group shall be appointed by the Working Group at its first meeting (unless appointed by Full Council).
- 4.5 The Parish Clerk (or nominated officer) shall provide administrative support.

5. Meetings

- 5.1 Meetings shall be convened as required to fulfil the objectives of the Working Group.
- 5.2 As an advisory Working Group with no delegated powers, meetings are not required to

comply with statutory public access provisions; however, the Council may choose to apply transparency arrangements as a matter of good practice.

5.3 Notes of meetings shall be recorded and reported to the next meeting of Full Council.

6. Quorum

6.1 As the Working Group is advisory only, no formal quorum shall apply.

6.2 Recommendations should, wherever possible, reflect a clear majority view of those present.

7. Financial Arrangements

7.1 The Working Group may not commit the Council to expenditure.

7.2 Any proposed expenditure must be recommended to Full Council for approval in accordance with the Council's Financial Regulations.

7.3 The draft Event Budget shall be presented to Full Council for formal approval.

8. Reporting

8.1 The Working Group shall report to Full Council.

8.2 Recommendations shall be clearly minuted and presented for decision by Full Council.