

Appendix 10 to Annual Parish Council Meeting 5th May 2021
EVENTS WORKING GROUP – TERMS OF REFERENCE

1. Membership

Members of the working party will be appointed by the Parish Council and membership will be reviewed annually at the Annual Parish Council meeting.

2. Leader

The leader of the working party will be appointed by the group. The leader will be the working party's main point of contact for Council staff, Council members and members of the public.

3. Powers

Working parties cannot make decisions on behalf of the Parish Council, and any recommendations made by working parties will be subject to approval by the Council or suitably authorised committees or members of staff.

4. Responsibilities and Areas of Operation

The working party will oversee the running and organisation of any council-run event, ensuring it runs legally and reflects well on the council as a whole.

Note: a Parish Council event is an event which the Council has expressly agreed at a meeting, and the decision minuted, to organise and take full responsibility for, having first taken note of the activities involved.