

# Upper Saxondale Parish Council

## Events Working Group

### Terms of Reference

#### **Type of Group:**

A standing working group which is ongoing.

#### **Purpose:**

To support and advise residents who wish to put on events. To occasionally initiate events on behalf of the community. To liaise with other Parish Council working groups as necessary.

- \* The working group will comprise three members, one being a Parish Councillor. Other people will be invited to join the group from time to time for specific occasions as necessary to facilitate the holding of events.
- \* There will be one chairman with other group members standing in if required. Term of office will be in line with Parish Councillors term of office (4years)
- \* Meetings will be as required and chairman will notify members of date, time and place. Chairman will inform members of agenda items.
- \* Notes of meetings will be kept.
- \* Parish Councillor will report to Parish Council on meetings. Other members can also report in the appropriate PC meeting item.
- \* **Budget:** there is no budget. Any proposed activities or request for expenditure, resources, equipment etc. must be signed off by the Parish Council in advance and quotes and payments must be executed in line with Parish Council Standing Orders.