



Terms of Reference

Willaston Events Committee

1. Purpose

- a) The purpose of the Committee is to determine and organise a schedule of community non-civic events in Willaston.

2. Membership

- a) The Committee shall comprise of four Parish Councillors appointed by full Council.
- b) Standing Order 23 C) "to appoint persons other than members of the Council to any Committee" and D) "may subject to the provisions of Standing Order 17 above at any time dissolve or alter the membership of committee" is suspended for this Committee.
- c) The Committee may invite non-councillors to join a working group to assist in the delivery of any planned events.

3. Delegated Powers and Responsibilities

- a) The Committee shall have powers delegated by full Council in relation to planning, organising, and managing events/activities in accordance with section 1.
- b) The Committee shall present a budget to full Council for approval as part of the annual budget setting process.
- c) The Committee has delegated powers to incur expenditure within the budget resolved by full Council.

4. Meetings

- a) The Committee will arrange a schedule of meetings necessary to complete its work. Notice of these meetings will be published on the Council website and provision for the public to attend must be made. The Committee will meet no less than once per quarter.
- b) A quorum will be three members.
- c) Committee minutes will be an agenda item and presented for noting at the next meeting of full Council.
- d) The Chairman or Vice-Chairman of the Committee shall present a report to full Council as requested by the Chairman of the Council and Clerk.

5. Restrictions

- a) A member of the Committee must make any declarations of interest and withdraw from the room and/or abstain from voting as appropriate.
- b) The Committee will comply with relevant legislation for all scheduled events.
- c) The Committee will comply with and have due regard to the active Standing Orders, Financial Regulations and Code of Conduct of the Council.