

Saxilby with Ingleby Parish Council

Events Working Group – Terms of Reference

1. Purpose

The Events Working Group is established by Saxilby with Ingleby Parish Council as a working group of the Planning and Development Committee. Its purpose is to plan, organise, and support community events that contribute to the council objectives of:

- Improving the well-being of residents
- Fostering public participation and engagement
- Encouraging tourism opportunities

2. Objectives

The Events Group will:

- Develop and deliver an annual programme of community events, **agreed in agreement** by the Planning and Development Committee.
- Support the effective and safe delivery of events, ensuring compliance with relevant legislation and best practice.
- Encourage community involvement, volunteering, and partnership working.
- Ensure events are inclusive, accessible, and reflect the needs and interests of the community.
- Monitor and evaluate events to ensure value for money and continuous improvement.

Commented [LH1]: Cllr Saunders Comments

3. Status

This is a non-decision-making group formed under the authority of the Planning and Development Committee of the Parish Council. It will report back with recommendations for approval via the planning and development committee.

4. Membership

- Membership will be open to councillors and members of the community.
- The group will consist of at least two councillors (appointed by the Planning and Development Committee) and ~~up to six~~ individuals with an interest in community events **community members**.
- The Group will appoint a Lead Councillor to chair meetings.
- Officers and staff may attend in an advisory/support capacity.

Commented [LH2]: Cllr Saunders Comments

5. Accountability

- The group is advisory in nature and has no delegated decision-making powers.
- The Events Group will make recommendations to the Planning and Development Committee.

- Any financial expenditure, use of staff resources, or commitments on behalf of the council must be approved by the Planning and Development Committee (and referred to Full Council where required under standing orders or financial regulations).

6. Meetings

- Meetings will be held as required, with a minimum of four per year.
- Agendas and notes will be produced by ~~the Lead Councillor~~ a nominated councillor and sent to the Clerk for review and the clerk to submit to Planning and Development Committee for consideration.

7. Finance

- The Parish Council will set an annual events budget.
- All expenditure must be authorised in line with the Parish Council's Financial Regulations.
- The group will seek external funding and sponsorship where appropriate, subject to approval by the Planning and Development Committee.

8. Conduct

- ~~Members are expected to act in the best interests of the community and work collaboratively.~~
- ~~Members will be expected to observe the principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.~~

Commented [LH3]: Cllr Saunders Comments

9. Review

- These Terms of Reference will be reviewed annually by the Planning and Development Committee, with recommendations made to Full Council as required.