



EVENTS COMMITTEE

TERMS OF REFERENCE

Prime Objectives

1. To meet as required to plan Parish Council events. All meetings must be advertised with Agenda & Minutes in the same way as Parish Council meetings.
2. To ensure that the events are open to all Shotgate residents.

Key Tasks

1. Planning - Prepare documentation to be approved by Full Council & distributed before the meeting.
2. Financial - Events Committee may authorise expenditure up to £500 without full Council approval, but all invoices to be presented to the Clerk for approval at a Council meeting. Any amounts above this must go to full Council. Events Committee arrange Parish Council led events (if the Council wish to support an external event it should be via the Grants Policy).

Ideally, prepare an annual budget to an agreed timetable for approval by Full Council.

Monitor performance against budget, ensuring that the Financial Regulations are observed.
Explore the availability of grants from external agencies and utilise where possible

Membership

To be up to 3 Parish Councillors.

Adopted during the AGM in May 2023

Review due May 2024