



Terms of Reference

Events, Christmas Lights, Youth & Community Committee

1. Constitution

- a. The Committee shall consist of at least six members.
- b. The Committee Chairman and Vice Chairman shall be elected at the first meeting of the committee.
- c. The Parish Clerk (non-voting) be responsible for taking the minutes and giving notice of the next meeting. Meetings can be called with a minimum of three days' notice. If the Parish Clerk is not in attendance at the meeting, one of the members present will be nominated to take the minutes.
- d. When appropriate, external advisor(s), stakeholders, partners and or electorate representative(s) shall be present.
- e. The quorum shall be three voting members (not including those debarred by reason of a declared interest). If the meeting fails to be quorate, all decisions to be voted on at that meeting will be referred to full council unless a quorate meeting of the Committee will meet before the full council.
- f. The Committee will have authority to deal with matters but will report direct to the council on reserved matters (as listed in section 3: Delegated Powers).
- g. The business of the Committee will be conducted in accordance with the Standing Orders of Heath Hayes & Wimblebury Parish Council.
- h. Working groups may be setup for specific time limited tasks as required. Clear guidelines to be agreed in writing between the Committee and the working group.
- i. The Chairman or in his absence the Vice-Chairman will make a full report at the next Full Council meeting following the meeting of the Committee.
- j. The Committee will recommend a budget to the Full Council for use by the Committee in pursuance of the objectives of the Committee, provided that any such expenditure is agreed by majority of the Parish Councillors serving on the Committee.

2. Responsibilities

- a. Look at all aspects of the community where improvements need to be made within Heath Hayes & Wimblebury.
- b. Work alongside the Community.
- c. Youth Work with local School and groups.
- d. Carry out consultation with users.
- e. Oversee the entire event and necessary planning process for all events
- f. Establish a task management schedule
- g. Recruit key volunteers
- h. Oversee the Christmas Lights & Christmas Trees in Heath Hayes & Wimblebury.

3. Delegated Powers

The Committee has the delegated power to incur expenditure on behalf of the Parish Council on all approved budget items (Council will approve budget items as part of its annual budget setting procedures) in accordance with Financial Regulations. The Clerk's emergency Power of Expenditure may be utilised in emergency situations from a maintenance or health and safety nature. Any overspend or non-budgeted items should be approved by Council. The officers should obtain quotes for all work.

Signed: 

Dated: 1/9/2021

Minute Reference: 09/21/89:2