

Terms of reference

Terms of reference Events Committee

Slyne with Hest Parish Council feel that village life is enhanced by holding community events that bring our neighbours out to celebrate where they live. Traditional events like a Village or Christmas Fete offer the opportunity to get together with each other. They offer the whole community a chance to get involved and make a difference to where they live.

The council acknowledges that they are unable to organise and deliver large scale events without the involvement of other volunteer groups. We would like to collaborate with other community groups to ensure that all residents have an equal opportunity to shape how they want community events to look. A budget will be set aside to assist with bringing about events large and small across the parish.

The committee of volunteers will be asked to operate within the terms of reference set out below.

Name of group: Slyne with Hest Parish Council Events Committee

Title: Terms of reference November 2023

Purpose / role of the group

- For the purpose of organising events for the residents of Slyne with Hest parish
- The group was established by SWH Parish Council in November 2023
- The aims of the group are to help organise and deliver events that bring together our community.
- The responsibility of the group will be to deliver engaging events that attract residents of all ages, genders and abilities.

Membership

- Membership of the group is open to residents, community groups, entertainment professionals and Council members.
- Membership is capped at 10 members, and at no less than 4 members
- Involvement by entertainment professionals is permitted, but any conflict of interest items must be addressed appropriately.

- Involvement of other village groups would be warmly welcomed.
- The period of membership is twelve months and can it be extended each year in November at the annual review.

Accountability:

- The chairperson of the group will present plans for Council to approve at a full council meeting ahead of any proposed event.
- All events must consider their carbon footprint and comply with any environmental policy that are in place.
- Budgets must be set and any reviews of the event must show how the budget was used.
- GDPR. The group must consider any implications around sharing personal details without consent.
- Events should be inclusive and aimed at the residents of the parish.

Review:

- The group will review the relevance and value of its work and the terms of reference once each year in November.

Working methods / ways of working:

- The method / approach to working will be a shared learning approach.
- No sub groups will be convened
- Our chosen working method will involve in practical terms:
 - i. collaborative working with other group members
 - ii. group members making collective decisions, put to the vote if not all members are in agreement
 - iii. members can take on individual tasks, for example looking for quotes for hire of equipment, for the group to decide upon
 - iv. all members will be civil and respectful towards each other

Meetings

- Up to six meetings will be held each year at The Memorial Hall
- Where it is practical a Council member will organise and chair meetings
- Agenda items will be distributed by the secretary

- Meeting papers will be circulated a week before each meeting by the secretary
- The format of meetings will be mostly informal, where there are agenda items that require a vote and a vote is tied, Chair will have the deciding vote.
- Non-members might be invited to group meetings under certain circumstances, for example to offer professional help with event organisation needs.
- The secretary will be appointed and in office for one year. Any change of officers will take place each November.

Sharing of information and resources (including confidential materials)

- The group members can share information and resources via social media apps like Whatsapp, but committee members must be mindful of GDPR responsibilities.
- Any documents that include personal information must be collected and destroyed after use by the person who compiled and circulated them.
- Confidential materials and copyright issues will be identified and dealt with by the secretary of the group. The secretary will investigate the need for special licences for events where copyright may be an issue.
- There will be a web space for the group on the PC website. It is password protected and Cllr Joanne Bateman or Parish Clerk Louise Ash will be responsible for facilitating.