



KETLEY PARISH COUNCIL

TERMS OF REFERENCE

EVENTS SUB-COMMITTEE

Membership

Three (3) members of the Resources Committee

Purpose of the committee

The Events Sub-Committee will oversee the operation and management of all community engagement, events and communications.

Aims and objectives

The role of the sub-committee is as follows:

- To set out an annual calendar of council events including Easter, Remembrance and Christmas
- To consider and agree a programme of community events and activities
- To oversee the management and administration of all events
- To review and make observations on community engagement and communication including the council's website, social media accounts, noticeboards and newsletter
- To approve the Ketley Parish News for print and distribution
- To consider and make recommendations to the full council on expenditure outside of budget allocation

Meeting arrangements and frequency

Meetings will be held bi-monthly on the first Wednesday of that month commencing at 7:30pm in the Parish Office unless otherwise stated on the agenda. A calendar of meetings will be agreed at the annual council meeting, however additional meetings may be scheduled or cancelled in accordance with business. The sub-committee chairman will be appointed by the Resources Committee. The Clerk will record meetings. Standing orders on rules of debate and on interests of members in contracts or other matters shall apply.

Quorum

A minimum number of three members of the Resources Committee are required to attend a meeting for decision-making purposes.

Reporting and accountability

The group will be a sub-committee of the Resources Committee and will refer any matters to that Committee if it is deemed significant enough to require consideration or approval.

Review arrangements

The appointment of the sub-committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the sub-committee as required. The sub-committee must refer any review or proposed amendment of the Terms of Reference to the council.