

Market Lavington Parish Council

EVENT ADVISORY COMMITTEE (working group)

TERMS OF REFERENCE

Committee terms of reference / responsibilities

The Advisory Committee's role is to organise Community Events in Market Lavington. The Committee is empowered to incur expenditure up to a maximum of £2,000 per activity/expense where it has an allocated budget provision. Any Committee member shall be permitted to obtain quotes. More than one quote is required for any new type of proposed expenditure, to ensure that the Parish Council always meets its responsibility for obtaining value for money. Evidence of quotations obtained will be provided at Committee meetings. Any expenditure above £2,000 will need to be referred to the full Parish Council (with evidence of the quotations obtained) for consideration of approval.

Finances

Finances of any community events organised will be processed through a separate 'Chairman's Charity Account', managed by the Parish Clerk, and overseen by the Parish Council Chairman. Financial support for planning an event will be made available from the Parish Council, in the form of an informal loan as agreed by the Parish Council, which will be repaid from any profits made from the event. Procedures for handling cash will be attached as an appendix to the 'Event Management Plan', as necessary.

Frequency of meetings

The Advisory Committee will meet as and when required. There will be no requirement to formally advertise the meetings or agenda. Meetings can be held at any convenient location as agreed by members. A nominated Committee member will take notes for the meeting. An update from the Committee meetings will be provided at the next scheduled Full Parish Council meeting.

Membership

The Advisory Committee shall have at least five members, three of which must be Parish Councillors. A quorum shall be three committee members present, of which two must be Parish Councillors.

Parish Council members for current year – Cllr Turner-Scott, Cllr Osborn, and Cllr Stevens.

Non-Parish Council members for current year – Ian Myhill, Caz Davis, Lizzie Delmar, and Hillary Shenton.

Appointment of Members

Permanent Members of the committee will be appointed yearly at the Annual Parish Council meeting. The appointed members of the Committee will appoint a Chairman annually at the first Committee meeting following the Annual Parish Council meeting (the Committee Chairman can be a non-councillor). A copy of this document will also be provided to all Committee members at this meeting. The Chairman may appoint temporary membership of the committee.

Date of meeting at which document reviewed and any amendment to document	Details of amendment
---	-----------------------------

approved	
21/5/19 minute number 19/20-12a	Text amended to include details of new 'Chairman's Charity' bank account, through which event finances are now processed. Increase in expenditure limit from £500 to £1,000 before referral back to Parish Council. Change in details of meetings secretary.
18/8/20 Minute number 20/21-68	Adopted un-amended
18/5/21 Minute number 21/22-12a	Additional paragraphs added under 'Membership', detailing the names of all the members of the committee
17/5/22 Minute number 22/23-10a	Adopted un-amended
16/5/23 Minute number 23/24-10a	Membership details updated
19/3/24 Minute number 23/24-234d	Increase in expenditure limit from £1,000 to £2,000 and membership details updated

Date of next review: May 2025