

**HEMSBY PARISH COUNCIL**  
**EVENTS COMMITTEE**  
**TERMS OF REFERENCE**

**1. The Committee**

The Events Committee is a Committee of Hemsby Parish Council and shall be bound by the Council's Standing Orders and Financial Regulations. The Committee is delegated to manage all aspects of the provision of events held at The Playing Field & Pavilion, Waters Lane, Hemsby. Events proposed to be held away from that site must be approved at a Full Council meeting.

**2. Members**

The Events Committee is made up of 5 Councillors. Non-Councillors are also welcome to join. All Councillor and Non-Councillor appointments to the Committee shall be made by the Parish Council and no person shall sit on the Committee without being approved by Full Council. The quorum of the Committee shall be 3 Parish Councillors and a meeting shall only be considered legally convened with a minimum of three Councillors in attendance. The Chairman and Vice Chairman of the Parish Council will be ex-officio members of this Committee (appointed by virtue of their positions). Any Non-Councillors wishing to join the Committee must be agreed and voted on by the Full Council. The Full Council may remove a member (Councillor or Non-Councillor) at any time.

**3. Chairman and Vice-Chairman**

The Chairman and Vice-Chairman of the Committee are to be appointed by the Committee annually in May (or at the first meeting after May). The Committee Chairman must be a Councillor of Hemsby Parish Council.

**4. Sub Committees**

The Committee shall not be authorised to create any Sub Committees but may create Working Groups to assist with the delivery of Events. These Working Groups shall not be decision making, and any decisions required may only be made by the Committee.

**5. Meetings**

The Committee will call meetings as and when needed. These meetings shall be open to the public to attend. As a Committee of the Council the agenda must be published in advance of the meeting giving three clear working day's notice of the meeting (not including the day of issue of the agenda or the day of the meeting). The agenda will be published on the Noticeboards & on the Website, as well as social media if time permits and circulated to all Committee members and all Parish Councillors. The meeting shall be Clerked by the Proper Officer or their appointed Deputy who will be present to take the minutes (meeting dates will need to be arranged with them as this will be in addition to the normal Clerk role). The minutes will be published on the Noticeboards & on the Website, as well as social media if time permits. A copy of the Minutes will also be circulated to all Parish Councillors regardless if they are members of the Committee or not. Action points and delivery of Events shall be delegated to the members of the Committee (Councillor and Non-Councillor); the Proper Officer (or their Deputy) shall not be expected to take on the management or delivery of

events, but shall be involved in ensuring that the Council is administratively compliant and that the Council's obligations around Health and Safety / Insurance are met.

## 6. **Voting**

Appointed Councillor and Non-Councillor members of the Events Committee shall have full voting rights over all matters except expenditure, where only Councillors will have full voting rights. Councillors will be expected to take into account the views of Non-Councillor members when voting on matters of expenditure, but at all times must ensure that their vote is in the best interest of the Parish Council first and foremost.

No decisions may be made outside of the Committee except those delegated to the Proper Officer either through Council's Standing Orders and Financial Regulations; through an adopted Scheme of Delegation; or delegated by the Committee for a specific purpose. Councillors and Non-Councillors are not permitted to make any decisions on behalf of the Committee, outside of a meeting, under any circumstances.

## 7. **Terms of Reference**

The Terms of Reference of the Events Committee shall be reviewed at the Annual Meeting of the Council. If considered appropriate they can be reviewed by full council at the request of 3 Cllr members of the Events Committee during the year with a written request being submitted to the clerk, who will then include the request at the next available full Parish Council meeting. Standing Order 9 (Motions for a meeting that require written notice to be given to the Proper Officer) will apply to this process. Any breaches of the Terms of Reference must be reported to the Clerk immediately & any member of the Committee who is found to be in breach will be reported to the Parish Council with the recommendation that they are removed from the Committee.

## 8. **Responsibilities**

The Committee has the overall responsibility for the management of the Council's events ensuring they run in accordance with legislative requirements, regulations and guidelines. These will include:

- To provide to Full Council a draft calendar of events every September for the period of the next financial year (April to March) to ensure that adequate budgeting can take place.
- To ensure protocols and guidelines from Councils insurance company are adhered to.
- To ensure Councils events do not clash with other community groups.
- To ensure that all Health & Safety Legislation is complied with.
- To apply for any appropriate licences and permits where required to do so by GYBC or any other licencing body and adhere to their Event Safety – A Guide for Parish Councils [Event Safety A Guide for Parish Councils.pdf](#)
- To liaise with Great Yarmouth Event Safety Advisory Group (GYESAG) <https://www.great-yarmouth.gov.uk/gyesag>

## 9. **Budget**

A budget for the Events Committee will be set by Full Council annually. The Events Committee will have devolved responsibility for their own Events Budget. The Events Budget will be run as an Earmarked Reserve of the Council and a summary of income, expenditure and budget position will be reported to the Committee on a quarterly basis. The Responsible Financial Officer shall be responsible for all matters relating to financial

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administration for the Committee. Payments on behalf of the Events Committee will be made from the Parish Council's bank account during the ordinary payment runs, and the Committee will not have its own Bank Account. Additional requests for funds can only be agreed by Full Parish Council after they have conducted each of their quarterly budget reviews.

If the Events Budget enters a deficit situation (for example through the cancellation of an event) this must be immediately notified to the Proper Officer and Committee Chairman, and a Committee meeting called within 14 days to discuss how should be reported to Council. This does not apply to a temporary deficit position where expenditure has been incurred and will be met by income from the event itself.

**10. Minutes**

Minutes will be taken at the meeting and distributed to Committee members. These minutes will form the public record of the Committee. The Clerk will ensure that minutes for Hemsby Parish Council Events Committee are provided to the Parish Council within 14 days of each meeting.

**11. Reporting to Council**

The Events Committee will be expected to submit a report of its activities to the Annual Parish Council Meeting.