ALLINGTON PARISH COUNCIL

Events Committee - Terms of Reference

1. Purpose and status

The Events Committee is appointed by Allington Parish Council to plan, manage and review village events, including events such as the summer music and beer festival (The Big Weekend), bonfire night and the Christmas tree lighting.

The Committee is a committee of the Council. It may include parish councillors and local residents appointed by the Council. It may authorise event-delivery expenditure only within a budget and limits already approved by full Council. It cannot set the precept, approve the Council budget, change reserves, control the bank mandate, borrow money, approve the accounts, write off debts or make decisions outside these Terms of Reference.

2. Legal and governance basis

The Committee operates under the Local Government Act 1972, the Local Government and Housing Act 1989, the Parish and Community Councils (Committees) Regulations 1990, the Council's Standing Orders and Financial Regulations.

Non-councillor members may vote on Committee business only where the Council has lawfully given them voting rights. This includes event/festival-management business where permitted by law. If there is doubt on a financial item, the Chair and Clerk/RFO may require the vote to be taken by councillor members only or refer the matter to full Council.

3. What the Committee may do

- Prepare an annual events plan and draft event budgets for Council approval;
- Run approved events, including suppliers, volunteers, licences, insurance, risk assessments, cash handling and post-event review;
- Authorise expenditure within the approved events budget and within the limits in section 7;
- Recommend how any event surplus should be used for future events or village improvements;
- Seek ideas, volunteers, sponsorship and grant opportunities, subject to Council approval where required.

The Committee must act for the benefit of the parish as a whole. It is not a separate residents' group and cannot hold or spend money independently of the Council.

4. Membership

- Membership: up to 3 parish councillors and up to 3 resident members, all appointed annually by full Council.
- Chair: a parish councillor appointed by full Council. Vice-Chair: appointed by the Committee form among committee members.
- Quorum: 3 members, including at least 2 parish councillors.
- Councillors and voting non-councillors must follow the Council's Standing Orders, Code of Conduct and Financial Regulations, declare interests and withdraw where required.
- Removal: full Council may remove or replace any Committee member.

5. Meetings

The Clerk issues agendas and minutes. Meetings are normally open to the public and press, with public participation as allowed by Standing Orders. Confidential items may be considered in private where lawful. The Committee reports to full Council at least quarterly and after each major event. Decisions made by the committee will be minuted.

6. Annual budget and event approval

Each year, the Events Committee should propose an events plan and budget. This may be for all events that will take place within the year, or on an event-by-event basis. Full Council will approve:

- The events budget and any earmarked reserve;
- Which events the Council is willing to underwrite;
- Any event-specific conditions, such as insurance, licensing, safeguarding or external permissions.

Once approved, the Committee may manage the event within the agreed scope and budget. Any material change to the nature of an event, any new event, or any expected overspend must go back to full Council before commitment, unless urgent authority applies under the Financial Regulations.

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7. Delegated spending powers

The Committee may authorise event-delivery spend only where all of the following apply:

- Spend is for an event already approved by full Council;
- Spend is within the approved event budget and any overall annual events budget;
- Spend is lawful, reasonable, budgeted and supported by evidence of value for money;
- The Clerk/RFO confirms the correct process before any order is placed.

Delegation limits:

Item	Who may authorise	Limit / control
Minor event items	Clerk/RFO after consultation with Committee Chair or event lead	Up to £250 per item, within event budget
Normal event spend	Events Committee resolution	Up to £1,000 per item, within event budget
Larger event spend	Events Committee resolution plus Clerk/RFO confirmation and full Council awareness	£1,000-£2,500 per item, within event budget
Above limit / overspend / new event	Full Council	Required before commitment

No member, volunteer or resident may place an order, sign a contract or commit the Council unless authorised by these Terms of Reference and the Financial Regulations. The Clerk/RFO remains responsible for purchase orders, invoices, payment processing, accounting records and VAT treatment.

8. Procurement, payments and cash

- Procurement must follow the Council's Financial Regulations. Three quotes or estimates should be sought where required or where anticipated spend requires.
- Invoices are addressed to the Council and checked by the Clerk/RFO before payment.
- Payments are made through the Council bank account, not through members' or volunteers' personal accounts, except agreed expense reimbursement supported by receipts.
- A cash float may be issued for an approved event if the Clerk/RFO records the amount, purpose, named custodian, cash-up process and return date.
- Two people must count event cash, sign a cash sheet and give the cash and records to the Clerk/RFO as soon as practicable. Income must be banked intact into the council-specified bank account.
- The Committee may recommend use of surplus funds, with ultimate approval by the full Council to follow

9. Risk, insurance and compliance

No event may proceed unless the Committee and Clerk are satisfied that suitable risk assessment, insurance, licences, permissions, safeguarding arrangements and volunteer instructions are in place. Accidents, near misses, complaints and safeguarding concerns must be reported promptly to the Clerk.

10. Review

These Terms of Reference are reviewed annually at the Annual Council Meeting or sooner if the Council changes its Standing Orders or Financial Regulations. Full Council may amend or withdraw the Committee's delegation at any time.

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