**LONDON COLNEY PARISH COUNCIL**

**TERMS OF REFERENCE**

**EVENTS AND COMMUNITY COMMITTEE**

**Membership of Committee**

* Five Parish Council Members of the Events and Community Committee are established at the Annual Meeting of the Parish Council (as per Standing Orders);
* Up to two Co-opted members of the public may join during year if authorised by Parish Council. These persons do not have a right to vote or to move or second a motion
* The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders;
* Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will can continue as a working party, with all recommendations to be ratified by Council.

**Frequency of Meetings**

* At least six meetings in each full municipal year.

**Decision/Delegated Powers**

* The committee has delegated powers to deal with all the implementation and management events that are promoted by the Parish Council and its partners within the Parish of London Colney
* The Committee will endeavour to ensure that the Parish Council and its committees make decisions, take actions and carry out projects that support the diverse communities within London Colney.
* The Committee is to deal with day to day events related matters; making recommendations to Parish Council when required.
* To formulate a budget request for revenue expenditure/capital for the next financial year, ready to recommend to Finance Committee’s November meeting.
* The Committee has delegated powers to spend within budget, other requests will be forwarded to the Finance Committee.
* The Committee will recommend to the Parish Council charges for promotional events.
* The Committee is authorised to establish time expired sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
* Communication and Consultation, including website, newsletter, surveys.