

# **Kennington Parish Council**

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## **Terms of Reference of the Events Committee Agreed and adopted on 13 October 2022 (minute no: 248.22) Amended on 3 February 2023 (minute no: 425.22)**

### **PURPOSE**

To consider, make decisions and organise various events held within the village e.g.

- (a) the Remembrance Day Parade and Service
- (b) the Carols around the Tree
- (c) Father Christmas in the village
- (d) the August Fun Day
- (e) other event organising that may be arranged via the Council

### **AUTHORITY (approved minute no: 425.22)**

The Events Committee is constituted to plan and organise events within the village. To carry this out successfully, the Council give it authority to order items and services and spend up to the allocated monies budgeted for each event, via either the Events Committee or the Working Group specifically set up for individual events.

### **FREQUENCY**

Committee meetings will be convened as and when necessary, but in time to give good time to organise each calendared event. Specific Working Groups will be up for individual events meeting enough times to successfully organise and arrange the event.

### **MEMBERSHIP**

4 Councillors: Cllrs. Mrs Brown; Mrs Buckingham; Powles and Smith.

The Chairman of the Parish Council is an ex-officio member of all Committees and Working Groups. The Chairman shall have the right to speak at meetings but does not have voting rights.

The committee can decide whether it is appropriate to co-opt members who are not Parish Councillors.

3 will constitute a quorum.

### **GENERAL TERMS OF REFERENCE**

Will comply with the General Terms of Reference for all Committees and working parties.

### **REVIEW PERIOD**

The Terms of Conditions for this Committee are to be reviewed every two years unless there is any specific changes in between.