

Offa Community Council

Events Committee

Terms of Reference

- The Committee shall comprise up to 8 councillors who shall be appointed by a resolution of the full council.
- The quorum for the Committee shall be 3 members.
- The Committee can delegate all or any of its functions to an appropriate officer of the Council.
- The Committee shall undertake the following roles and functions:
 1. To appoint a chair (and deputy chair if it chooses) for the Committee.
 2. To confirm the Community Council led events.
 3. To confirm the format and dates for all agreed events and provide.
 4. To co-ordinate event promotion and participation.
 5. To ensure that events are run safely and considerately (to include provision of appropriate insurance, risk & method statements and public safety)
 6. To approve expenditure from approved events related budgets.
 7. To provide budget estimates to the Full Council for the following financial year.
 8. To consider the staffing implications and other Community Council resources of any event.
 9. To seek volunteers to assist at planned events
 10. To establish (limited lifespan) working groups or advisory committees to co-ordinate specific event preparation and oversight.
 11. Review feedback form events.
 12. To liaise with other organisations staging events within Offa.

(Approved at a meeting dated 7th March 2024. Minute 297a refers)