



Oliver's Battery Parish Council

Working Group Terms of Reference

Community Events Group

1) Purpose

- The main purpose of the Events Group is to act as the main link for the Council in community events.
- The Events Group will endeavour to promote high levels of community engagement, aiming to develop community cohesion and a sense of community wellbeing.

2) Principles

That the Events Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.

3) Roles and Responsibilities

The Events Group will carry out the following:

- Produce, monitor and update a community events timetable
- Report to the Council to seek approval for proposed events
- Regularly report back to the Council to provide progress updates for proposed events.

4) Membership

The Events Group will comprise a core team, made up of volunteers from the community, including Councillors.

5) Decision Making

- Events proposed by the Events Group should be by consensus at Events Group meetings.
- Proposed events require the Council's approval prior to implementation.
- All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Council with appropriate recognition of the Council's position.

6) Meetings

- Events Group meetings will take place as and when necessary.
- The Events Group will be chaired by a Councillor.



- Notes of meetings will be circulated to Events Group members and the Council in a timely fashion.
- At least 3 clear days' notice of meetings shall be sent to Events Group members via email [or an alternative agreed communication method].

7) Co-opting

- The Events Group may co-opt individuals and establish working sub-groups, made up of volunteers to aid them.
- Each working sub-group should include a liaison person from the Events Group.

8) Finance

- All grants and funding will be applied for and held by the Council, who will ring-fence the funds for the event.
- The Events Group will notify the Council, advising them of any planned expenditure before it is incurred.

9) Conduct

The Events Group will apply the following principles:

- Be clear and open when their individual roles or interests are in conflict
- Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief and
- Actively promote equality of access and opportunity.

10) Dissolution

The Events Group will be dissolved once its objectives have been attained and/or when at least two-thirds of its members and/or the Council, consider its services are no longer required.