



# Oliver's Battery Parish Council

## Events Group – Terms of Reference

### **Purpose of the Events Group.**

The Oliver's Battery Events Group is made up of volunteers from the community who work with the Parish Council in order to promote inclusive and accessible events.

### **Terms of Reference**

The Events Group has a responsibility towards the management of the Parish Council's community events.

These will include:

To make recommendations to the Parish Council for future events.

To ensure protocols and guidelines from the Parish Council's insurance company are adhered to when promoting or hosting events.

To follow all relevant Parish Council policies and procedures.

To provide an annual diary of community events for publication.

To request an annual budget allocation based on specific planned events with the delegated authority to spend within that budget allocation for an event.

To report progress to the Parish Council.

To provide as much information as practicable to ensure the Parish Council can make an informed decision on its proposals.

It should be noted that:

- All financial spending is to be agreed by the Parish Council when this exceeds the annual budget allocation.
- All events are to be agreed by the Parish Council.
- All grants for events will be applied for and held by the Parish Council, who will ring-fence the funds for the event.
- The Events Group will not have a budget. The budget will remain with the Parish Council.

The Events Group is an informal advisory group and any decisions made by the group cannot bind the Parish Council.

The Parish Council will consider the advice provided by the group but are under no obligation to accept the advice as a basis for any decisions made by the Parish Council.

The Events Group will be renewed at the Annual Council Meeting each May.