

<b>NAME OF COMMITTEE</b>	<b>Events</b>
<b>MEMBERSHIP</b>	9 members of the Parish Council
<b>REQUIREMENT</b>	Members on the committee must be willing to undertake actions agreed by the committee and be available to attend the events and help as volunteer wherever possible. Members must be available to attend the Christmas Light Switch On.
<b>TERMS OF REFERENCE</b>	<p>The Events Committee are authorised to make decisions on behalf of Paulton Parish Council to put on specified events which will include the following:</p> <p>Christmas Lights On, WWI events, Remembrance Sunday and any ad hoc events.</p> <p>To produce events in liaison with other parish-based community groups and promote those events.</p> <p>To act within the annually agreed budget for events.</p> <p>To produce input to the Council's newsletter regarding the event.</p> <p>To appoint volunteers and businesses when required to assist in any planned event.</p> <p>Each event shall maintain a planning document including:</p> <ul style="list-style-type: none"> <li>• Event timetable plan – key tasks and dates</li> <li>• Event Risk Assessment – based on Risk Assessment Template</li> <li>• Key contacts</li> <li>• Budget tracking spreadsheet</li> <li>• Minutes with actions</li> </ul>
<b>DELEGATED POWERS</b>	<p>The Committee has authority to proceed with all items within its budget, but must refer to Full Council when non budgeted expenditure is anticipated.</p> <p>The Committee shall appoint sub committees and working groups as and when it is felt necessary and shall set out Terms of Reference for those bodies.</p>
<b>QUORUM</b>	3 members of the committee
<b>FREQUENCY OF MEETINGS</b>	5 times a year