



# **KINGSTHORPE PARISH COUNCIL**

## **EVENTS WORKING GROUP**

### **TERMS OF REFERENCE**

<b>Document Control</b>	
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## **Terms of Reference**

### **Purpose of the Working Group:**

To arrange events which encourage community involvement  
Designing and implementing Christmas/Floral displays which develops over time

### **Membership:**

The Working Group will consist of a minimum of four Councillors  
A quorum will consist of no fewer than three Councillors

### **Frequency of meetings:**

Meetings to be convened as required by agreement of the group

### **Undertakings:**

To elect a Chair for each municipal year

All events to be agreed by full Council. The Working group will then have delegated powers to include planning, organising, agreeing risk assessments, licences etc

To act within the annually agreed budget

Recommend the development of the Christmas Lights and Festive/Floral displays

To ensure protocols and guidelines from Councils insurance company are adhered to

To appoint volunteers when required to assist in any planned event

Liaise with third party organisations

The Working Group can co-opt members of the public onto the group as non-member Councillors. They may attend and participate, but not vote

To produce input into the Council's Newsletter