



LYMINGE PARISH COUNCIL

TERMS OF REFERENCE COMMUNITY ENGAGEMENT AND EVENTS COMMITTEE

Agreed on: 12.02.24

Review due: By June 2025

PURPOSE

1. The purpose of this committee is to liaise with the community, to represent Lyminge Parish Council in social settings and to organise the calendar of events for the year ahead.

MEMBERSHIP

2. The committee will have a minimum of four members.
3. Membership to the committee will be decided at the Annual Meeting of the Parish Council.
4. Existing committee members are eligible for re-election.
5. Should membership fall below the minimum number, the Full Council may appoint substitute members in the interim.
6. Members of the community will be invited to meetings to discuss arrangements for parish events where appropriate.

PROCEDURES

7. The committee will operate within Local Government law and the council's own Standing Orders and Financial Regulations etc.
8. The Chair of the committee will be appointed by the committee members.
9. The quorum of the committee shall be no less than three councillors.
10. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible.
11. Minutes of all meetings are to be kept by the Clerk (or a member of the committee when the Clerk is unavailable).
12. Draft minutes will be sent to all councillors by email within two weeks of the meeting.

FREQUENCY OF MEETINGS

13. The committee will meet, at minimum, once each quarter.
14. The committee will meet for additional meetings, on an adhoc basis, as and when the need arises.
15. A minimum of three clear days' notice will be given when meetings are to take place.

CONDITIONS

16. Due to the confidential nature of some items of business it may, on occasion, be necessary to hold meetings (or parts thereof) in private in pursuance of Public Bodies (Admission to Meetings Act 1960 Section 1 as amended 2014 and by the Openness of Local Government Bodies Regulations 2014). This can be done at any point during the meeting.
17. Only members of the committee may vote on agenda items. Staff and representatives from other organisations will not be formal members of the committee and will not have any voting rights on this committee.
18. Non-Members of the committee are subject to the same rules as committee members regarding confidentiality and the requirements of the Code of Conduct.
19. A member of the committee must declare any conflict of interest and act in the same way as one would in any other meeting in regards to disclosable interests.

COMMITTEE FUNCTIONS

20. The committee has powers, delegated by full council, in relation to organising the event. The powers will include planning and organising, agreeing risk assessments and the consideration of advice from the FHDC, and expenditure within an agreed budget.
21. The committee is permitted to invite specialist professional officers or advisers to attend meetings to provide guidance as to matters under discussion. If a cost is involved this must be agreed and resolved at either a F+A committee meeting or full council meeting, whichever is most appropriate, before the attendance of the officer or adviser takes place.
22. The committee has delegated powers to make expenditure within their allocated budget for events:
 - Budget £5,000
23. Costs incurred or due to be incurred that will take expenditure over budget must be considered and approved by the F+A committee or the full council where appropriate.
24. This committee will consider their budget requirements for events and submit the relevant budget request to the F+A committee in November each year.