



# Longstanton Parish Council

*The Village Institute, 24 High Street, Longstanton, CB24 3BS*

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*Parish Clerk: Mrs Libby White CertHE PSLCC*

## VILLAGE EVENTS WORKING GROUP

### Terms of Reference

(Adopted on 9<sup>th</sup> May 2016)

The primary objective of the Working Group is to assist the Parish Council in co-ordinating village events which will be for the benefit of the parish, as delegated to it by the Council and reviewing and making recommendations on potential events to be held.

1. The Working Group will be elected annually at the Annual Meeting of the Parish Council.
2. The Village Events Working Group shall consist of not less than **three** councillors appointed by the Parish Council.
3. Working Group vacancies occurring during the year may be filled by appointment by the Council.
4. The Working Group will meet at least 4 times a year.
5. The Working Group may co-opt others onto the Working Group if required. Non-Councillors will not have voting rights.
6. The Working Group may ask for help from volunteers but must ensure that they are covered with regard to Health and Safety issues. The Working Group recognises that the Council has a duty of care to the participants of the event.
7. The Working Group may recruit, supervise and support volunteers for any given event.
8. The Working Group will be responsible for the following:
  - a) To suggest and recommend events for approval by the Council.
  - b) To organise and run village events, with approval of the Council, to the benefit of the village.
  - c) To receive income and spend up to any amount agreed by Council in its annual budget for village events.
  - d) To ensure all relevant Health and Safety requirements are covered.
  - e) To carry out appropriate risk assessments when planning events and ensure they are adhered to at the event.
  - f) To secure any licenses or other permits as may be required for any event organised.
9. The Terms of Reference under which this Working Group operates will be reviewed in each scheduled Parish Election year, or annually if the Council so require, at the Annual Meeting of the Parish Council.