



HECKINGTON PARISH COUNCIL

EVENTS COMMITTEE

1. Purpose

- 1.1 To be responsible for the coordination of village events (to include national celebrations) liaising with the parish council, its committees and local community groups and individuals.
- 1.2 To enhance communication, group working and support between the parish council, its committees and community groups and individuals, sharing best practice, experience and expertise and resources.
- 1.3 To mobilise volunteers as and when required for village events.

2. Membership

- 2.1 The Events Committee shall be comprised of four Council Members as determined at the Annual Parish Council Meeting in May.
- 2.2 The Events Committee shall elect from its number a Chair who will serve until the next Annual Parish Council meeting in May.
- 2.3 Village and community groups shall be invited to nominate representatives to be members of the Events Committee. Individual members not associated with a specific group will be considered for co-option as community representatives.

3. Meetings

- 3.1 The Events Committee will, as a minimum, meet four times a year. Additional meeting may be convened as required by the Committee.
- 3.2 Meetings will be conducted in accordance with Heckington Parish Council's Standing Orders and will be convened within the prescribed statutory framework. For clarity, the agenda must be published 3 clear days before the meeting, the meeting will be held in public unless there is a legitimate reason that it should not be and minutes will be produced.
- 3.3 The meeting may be convened at a day and time convenient to the committee.

4. Working Group

- 4.1 The Events Committee may appoint a working group that may be comprised solely of non-councillors for specific tasks with Terms of Reference.
- 4.2 The working group may set its own meeting schedule Working groups are not required to meet in public.

- 4.3 The working group shall report to the Events Committee in the first instance or, if required the Finance Committee or Parish Council.

5. Quorum

- 5.1 The quorum for any committee meeting is three.

6. Conduct of conduct

- 6.1 The adopted Code of Conduct will apply to all Council members and to non-council members.

7. Voting

- 7.1 Parish Council members may vote on all matters unless they have a Disclosable Pecuniary Interest, and a dispensation has not been granted by full Council.
- 7.2 Non-councillor may express their views but may not vote on any matter.

8. Expenditure

- 8.1 The Events Committee may only agree expenditure within budgets previously determined and assigned by the parish council for specific or general purposes.

9. Regulatory matters

- 9.1 All activities and decisions made by this committee must comply relevant legislation.
- 9.2 No activity or decision should undermine or invalidate the Council's insurance.
- 9.3 The events committee shall ensure that activities and events are covered by appropriate insurances. A risk assessment shall be conducted. It should not be assumed that the Parish Council's insurance will cover an event.

10. Grants

- 10.1 Any village group that has a representative on this committee may apply to the Council for a grant within the terms of the Council's Grant Awarding Policy and budgetary framework.
- 10.2 This committee does not have the power to award grants.

11. Terms of Reference

- 11.1 The Terms of Reference for the Events Committee will be set and approved by the parish council. The Events Committee may not independently alter the approved Terms of Reference. It may request an amendment via the normal process.

12. Committee Dissolution

- 12.1 The parish council may at any time, at a properly convened parish council meeting, make a resolution to dissolve the events committee.

Policy readopted on 19 May 2025. Due for review May 2026.