



HECKINGTON PARISH COUNCIL

EVENTS WORKING GROUP

1. Purpose

- 1.1 To be responsible for the coordination of village events (to include national celebrations) liaising with the Parish Council, its Working Groups and local community groups and individuals.
- 1.2 To enhance communication, group working and support between the Parish Council, its Working Groups 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 Working Group shall be comprised of at least three Council Members as determined at the Annual Parish Council Meeting in May. The Clerk and the Caretaker will also play an instrumental role in the working group.

3. Meetings

- 3.1 The Events Working Group is not mandated to hold any formal meetings.

4. Conduct of conduct

- 4.1 The adopted Code of Conduct will apply to all Council members.

5. Expenditure

- 5.1 The Events Working Group may only agree expenditure within budgets previously determined and assigned by the Parish Council for specific or general purposes. If the Clerk/RFO determines that the expenditure should be approved by the Parish Council, members will defer any resolutions to the next meeting of the Parish Council.

6. Regulatory matters

- 6.1 All activities and decisions made by this Working Group must comply relevant legislation.
- 6.2 No activity or decision should undermine or invalidate the Council's insurance.
- 6.3 The events Working Group 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.

7. Terms of Reference

7.1 The Terms of Reference for the Events Working Group will be set and approved by the Parish Council. The Events Working Group may not independently alter the approved Terms of Reference. It may request an amendment via the normal process.

8. Working Group Dissolution

8.1 The Parish Council may at any time, at a properly convened Parish Council meeting, make a resolution to dissolve the events Working Group.

Date approved	Version Number	Revision/Amendments made	Review date
	V1.0	New Policy	May 2025
19.05.2025	V1.1	New Policy	May 2026
18.05.2026	V1.2	Re-adopted APCM	May 2027