



Kessingland Parish Council

Terms of Reference for the **Events & Communications Committee**

Governance

The Events & Communications Committee is appointed by and solely responsible to Kessingland Parish Council. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's terms.

Meetings

Meetings are to be held as and when required but will generally be monthly. The first meeting of each year will generally be held within one month of the AGM.

Membership

The Committee will consist of no fewer than five councillors and the committee will elect a Chair and Vice-Chair at its first meeting following the Annual Meeting of the Council each May. Any elected committee member can preside, by agreement, in the absence of a Chair. The quorum will be a minimum of three councillors. The Chair and Vice-Chair of the Council will have automatic membership and full voting rights.

All other members of the Council have the right to attend the meeting and make representations on the matters being discussed however only committee members have the right to vote.

Kessingland Events Group

The Committee will incorporate the Kessingland Events Group (KEG) which will continue and work with the Committee. The meetings of KEG will precede the regular meetings of the Committee so that any discussion or recommendations coming from the KEG meeting which need council approval or funding may be formally discussed by the committee and action decided by the committee where it has the delegated responsibility or referred to another committee or Parish Council where it does not. KEG may have representatives from other organisations in the Parish who will have voting rights except on areas which impact on Council policy or finance. The exception to this is where it relates to the Council's ringfenced Kessingland Events Group (Keg) Reserve which is derived from events fundraising. This later will still need referral to

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Adopted 11/2020. Amended 03/23 Next Review May 2024.

the committee however the committee should ratify except under exceptional circumstances, i.e. where it might break council policy or the law.

Record of Proceedings

The Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Committee's decisions and will be received at the next full Council meeting and tabled as an appendix. The Clerk will be responsible for arranging the recording and distribution of the minutes.

Responsibilities

The committee has delegated authority from the Council to fulfil the following responsibilities:

- To determine and review the Council's Events Strategy
- Develop an annual calendar of events for the Parish including annual events (such as Remembrance Day, Holocaust Memorial Day etc.)
- Promote any Council events within the Council and to the wider community
- Liaise with other organisations concerning parish wide events and Council involvement in those events
- Be the contact point and liaise with clubs and organisations within the Parish
- Work with clubs and organisations regarding Kessingland Parish Council grants
- Allocate and manage budgets for events within the Events section of the budget or the Events Working Party Reserve up to £500 as long as that payment does not exceed the maximum amount of the budget. Payments exceeding this amount require authorisation from the Finance & Governance Committee for amounts up to and including £5,000 or Full Council itself for amounts over £5,000. This excludes the KEG earmarked reserve which the committee can allocate spending above the £500 limit where it is funding derived from fundraising rather than the precept.
- Working with the Clerk to organise the annual Village Christmas Tree where the Clerk and Committee have delegate authority to approve spending up to the maximum amount of the budget.
- Working with the Clerk the committee will develop and review the council's communication strategy to include the newsletter, website, social media and paper communications excluding correspondence.

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- The Editor of the newsletter will be a member of the committee and the budget for the newsletter will fall under the committee's remit under the same level of authorization listed above.
- Working with the Clerk, the committee will have responsibility for the council's social media.
- Whilst the Clerk has overall responsibility for the website, the committee will work with the Clerk on the design and maintenance of the council's website.
- Working with the Clerk, the committee will carry out surveys on behalf of the council.
- The committee will be responsible to reviewing the council's Community Engagement Policy in conjunction with the Climate, Culture, Community and Development Committee and making recommendations to Parish Council.
- The committee will be responsible for the Council's youth activities and youth club and, working with the Clerk, review its operation and legal obligations as well funding opportunities. Any funding applications will be developed with the Clerk/RFO and notified to the Finance and Governance Committee to ensure that adherence to the Council's financial regulations is ensured.
- To consider the environmental and climate change implications of committee decisions in regard to the Council's declaration of a Climate Emergency.

Record of Amendments

03/23 Amended to increase the delegated spending authority from £250 to £500.