

Events Working Group **Terms of Reference**

1. Working Group

The Events Group is a working group of Stalham Town Council.

2. Members

The Events Working Group is made up of Councillors. The quorum of the Working Group shall be 4 Members.

Any members wishing to join the working group must be agreed and voted on by the Full Council.

3. Chairman and Vice-Chairman

The Chairman and Vice-Chairman are to be appointed annually by the working group at their first Meeting.

4. Meetings

The working group will call meetings as and when needed.

5. Terms of Reference

To review the Terms of Reference of the Events Working Group at the Annual Meeting of the Council and when necessary, the working group to make appropriate recommendations to Full Council.

6. Responsibilities

The Working Group has the overall responsibility for the management of the Council's events ensuring they run in accordance with legislative requirements, regulations, and guidelines.

These will include:

- To report and make recommendations to Council for future events.
- To ensure protocols and guidelines from Councils insurance company are adhered to.
- To ensure Councils events do not clash with other community groups.
- All financial spending to be agreed by Full Council.
- All events to be agreed by Full Council.

7. Minutes

Informal minutes will be taken at the meeting and distributed to Working Group members and Council.

8. Reporting to Council

The Chair of the Working Committee must report to Full Council.