

Events Working Party – Terms of Reference

Minimum of 3 Members

Frequency of Meetings: As required

Duration: Ongoing

The Role of the Chet Valley Events Working Party

- To consider and organise events that will interest and benefit the parishioners.
- To consider future events as directed by the Council.
- To review proposals for new events and to present them to Council.
- To monitor the events budget and ensure that all expenditure is via Loddon Town Council.
- To ensure the events are well organised and advertised widely in good time.
- Be mindful that the event needs to be within Loddon Town Council's legal remit, and not adversely impact Loddon Town Council's reputation.
- To encourage volunteers (by way of rotas, regular emails and WhatsApp groups) to become involved with the organisation of events.
- To make recommendations and compile written reports to Council 3 clear days before the monthly full Council meetings.
- To consider future plans, and ensure the budgetary requirements are included in the annual budget (prepared in October/November for the upcoming financial year).

This Working Party is overseen by the Council and therefore documentation, communication and meeting dates should be shared with the Council. Working Parties do not meet in public, and do not have the power to make decisions or hold a budget. The Council's Standing Orders and Code of Conduct applies to the Community Group.

These Terms of Reference were adopted by Loddon Town Council at its meeting held on 11 December 2024.

Signed:

Dated: