

Metheringham Parish Council

Events Working Group Terms of Reference

Adopted: 14th May 2025

Next Review: May 2026 (Annual Parish Council Meeting)

The Parish Council as the parent body may form a Working Group to carry out actions to promote specific Parish Events as approved by Full Council on any matter that falls within its powers.

1. Membership

Members of the working party will be appointed by the Parish Council and will consist of at least two members of the council, once appointed they may also co-opt other members of the public (Lay members) who have specific knowledge/expertise on the given subject to assist the Working Group.

The Term of Membership for a working group will be for a period of one year or to the next Annual meeting of the Full Council.

The Annual Meeting of the Council can re-confirm the working group's membership and terms of reference or appoint other elected members to serve for the forthcoming civic year.

2. Leader

A leader will be appointed by the working party at the first meeting of the group and must be a Member of the Council, the leader will be the main point of contact to the Clerk to Council and report to Full Council as required,

3. Powers

Working Groups cannot make decisions or spend any money on behalf of the Parish Council, except proposed allocations within any prescribed budget sum, any recommendations made by working group's will be subject to approval by the Full Council or within the delegated powers given to the Clerk and/or the RFO.

4. Responsibilities and Areas of Operation

The Full Council will establish the specific Events for the working group to action, specify a budget for each event too and any specific terms of reference.

The working group will arrange its own meetings and schedule of work at its inaugural meeting.

The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working group to attend and deliver the progress report.

The Events working group will discuss how best to procure products and services, gather information, communicate with parishioners, all to provide the best outcome for the planned events.

5. Meetings of Working Groups

Meetings of the working group may be held in a publicly advertised location which may be a private residence, a local hall, or if necessary on line.

The Clerk to the Council and/or the RFO will be notified of any meeting and given the option to attend.

The quorum of the group shall be one Parish Councillor Member of the group plus two other co-opted members.

The working group shall report formally to each meeting of the Council with and if required informal updates to Council members following each meeting.

The working group will report formally to the Full Council at its Annual Meeting if required.

Frequency of Meetings are as required.

The working group is expected to be time limited. The continuing need for a working group will be reviewed by the Full Council on an annual basis.