

## EVENTS WORKING GROUP Terms of Reference 2025

### Purpose of Working Group

To plan, organize, and deliver community events that enhance local engagement, foster community spirit, and provide opportunities for social, cultural, and recreational activities.

### Objectives

1. **Event Planning:** Develop a calendar of community events that reflects the diverse interests and needs of local residents, such as e.g., fairs, concerts, workshops.
2. **Community Involvement:** Actively engage with residents and community groups to foster partnerships, ensuring events are inclusive and accessible.
3. **Resource Coordination:** Manage resources, including budgets, volunteers, and partnerships, to successfully deliver events.
4. **Promotion:** Promote events through effective communication channels to maximise awareness and participation.
5. **Evaluation:** Assess the success of each event and provide feedback for continuous improvement.

### Membership

- The working group will consist of:
  - At least 3 Parish Councillors
  - The Parish Clerk (optional)
  - Up to 6 members from the community

### Quorum

A minimum of 3 members, including at least 2 Parish Councillors, must be present for any meeting to proceed.

### Limitations

- The working group has no decision-making powers and cannot commit the Parish Council to any actions or expenditure.
- All recommendations and plans must be presented to the Parish Council for endorsement.