



Kingshurst Parish Council

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Clerk to the Council: Paula Coyle

Members of the public wishing to record this meeting in any format should notify the Clerk before the meeting so that suitable arrangements can be made for members of the public who do not wish to be filmed.

Please note this meeting is for 30 minutes and any decisions will be taken to Full Council Meeting

6th October 2022.

To all committee members

You are summoned to attend a
Events Committee Meeting on Thursday 13th October 2022,
at 7.00 pm, at the Seeds of Hope, Overgreen Drive, Kingshurst, B37 6EY

Members: Cllr D Cole, Cllr L Cole, Cllr P Sultana, Cllr S Daily. Cllr B Follows and Co-op L. Browning

Paula Coyle

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Clerk to Kingshurst Parish Council

Agenda

1. 1.1	Welcome and Housekeeping General housekeeping
2.	To receive apologies
3.	To receive members' declarations of disclosable (pecuniary and other) interests
4.	To receive and consider members' dispensation requests, if any
5.	Appointment of Committee members for 2022-2023

5.1 5.2	Chair Vice Chair
6. 6.1 6.2	Establish, time and venue for meetings throughout the year; Review the Terms of Reference Agree on an action plan for the year.22/23.
7. 7.1. 7.2. 7.3. 7.4	Events:Christmas event Christmas lights: Resolved to ahead at Full Council Christmas tree: Resolved to go ahead at Full Council Christmas community event, ideas and plan of action.
8.	Public Participation To adjourn to allow public participation. Residents are requested to give their views and question the Parish Council on items on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Full Council Meeting itself.
9.	Date of the next meeting: Thursday 8 th December 2022, at 7.30pm at the Seeds of Hope, Overgreen Drive

DRAFT: Terms of Reference

These Terms of Reference comply with the Parish Council's Standing Orders as adopted

Membership

The Events Committee will consist of at least three Parish Council and members of the public but may co-opt external professionals in an advisory or support capacity

- At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman, both to be re-elected each year following the Annual Parish Council Meeting.
- Associate members may be appointed on the basis of their special knowledge and serve as full members of the committee but without voting rights.
- A quorum at the Committee meetings will consist of no fewer than two Parish Councilors.
- The Chairman and Vice Chairman of Full Council will have automatic membership and full voting rights.

Committee Recommendations

The Committee will make recommendations to the Parish Council as follows:

- To provide an annual diarised scheme of community events.
- To request an annual budget allocation based on specific planned events with the delegated power to spend within that budget allocation.
- To report progress to the Full Parish Council Meeting.

Delegated Responsibilities

The Committee has delegated responsibilities as follows :

- To produce an annual schedule of events in liaison with other parish-based community groups and promote those events.
- To act within the annually agreed budget and the Parish Council's expenditure guidelines to produce the planned events.
- To produce input to the Council's newsletter.
- To appoint volunteers when required to assist in any planned event.

Meetings

The Clerk will take notes at Committee Meetings where present, if not, a person shall be nominated to do so.

Meeting minutes will be circulated to all members with recommendations to the next Full Council Meeting.

Meetings can be held without prior notice and where appropriate.

Planning

Each event shall maintain a planning document including:

- Event timetable plan – key tasks and dates
- Event Risk Assessment – based on Risk Assessment Template
- Key contacts Budget tracking spreadsheet

The Terms of Reference were ratified at a Events meeting of kingshurst Parish Council

held on

Signed by the Chairman: