



# Kingshurst Parish Council

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Clerk to the Council: Paula Coyle

18th June 2024

To all committee members

You are summoned to attend a  
**Events Committee Meeting**  
on Tuesday 25th June 2024 at 5pm.  
Kingshurst Library  
Marston Drive B37 6BX

*Committee Members: Cllr B Donnelly, Cllr D Cole, Cllr L Browning and Cllr L Cole*

*Paula Coyle*

Paula Coyle

Clerk to Kingshurst Parish Council

## Agenda

1.	<b>Election of Events Chairman for year 24/25.</b>
1.1.	Elect a Chairman.
2.2.	Co-option of committee members
2.	<b>Welcome and Housekeeping</b>
2.1.	General housekeeping
3.	<b>To receive apologies</b>
4.	<b>To receive members' declarations of disclosable (pecuniary and other) interests</b>
5.	<b>To receive and consider members' dispensation requests, if any</b>
6.	<b>To approve the Minutes of the last Events Committee Meeting held on 11<sup>th</sup> April 2024. At Kingshurst Library</b>
7.	<b>Establish, time and venue for meetings throughout the year 23/24.</b>
7.1.	Committee meeting dates: Meeting schedule has been shared, and can be adapted
7.2.	Committee meeting location, to be agreed.

7.3. 7.4.	To agree: Meetings can be held without prior notice and where appropriate. To approve: The Events Committee Terms of Reference
8. 8.1. 8.2. 8.3.	<b>KPC Community event projects.</b> D Day Event 6th June 24 update Finance report Future events 24/25
9. 9.1. 9.2.	<b>Community Christmas tree and lights</b> To up date Committee - Agreed at full council that KPC will not have a community christmas tree, there will be lights for year 2024. To Agree to look into a living christmas tree for the Kingshurst regeneration
10.	<b>Public Participation</b> To adjourn to allow public participation for 10 minutes. Residents are requested to give their views and question to the Environment committee on items on this agenda or raise issues for future consideration at the discretion of the Chairman
11.	<b>Date of the next meeting:</b> 10th October Time; Location

## **Kingshurst Parish Council Events Committee**

### **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 Councilors

1. At its first meeting it will elect a Chairman to preside at its future meetings, to be re-elected each year following the Annual Parish Council Meeting.

2. Associate members may be appointed on the basis of their special knowledge and serve as full members of the committee
3. A quorum at the Committees meetings will consist of no fewer than three Parish Councilors.
4. The Chairman and Vice Chairman of the Full Council will have automatic membership and full voting rights.

### **Committee Recommendations.**

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

1. To provide an annual diarised scheme of community events.
2. To request an annual budget allocation based on specific planned events with the delegated power to spend within that budget allocation.
3. To report progress to the Council on a monthly basis.

### **Delegated Responsibilities**

The Committee has delegated responsibilities as follows :

1. To produce an annual schedule of events in liaison with other parish-based community groups and promote those events.
2. To act within the annually agreed budget and the Parish Council's expenditure guidelines to produce the planned events.
3. To produce input to the Council's newsletter.
4. 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: .....