Festival Committee –

Terms of Reference April 2021

Introduction

Parish Councils may only do what legislation requires or permits them to do. The Local Governments Act 1972, s101, allows the Council to delegate functions to committees, officers, or other authorities. The Parish Council secured a grant of £9230 from the National Lottery for the provision of a village event. Due to Covid-19, (2020) this was prevented from occurring and was only partially organised. To bring this project to fruition, a sub-committee of Twywell Parish Council is to be formed to organise this.

1. **Membership:**
2. A minimum of three members, one of which should be a member of the Parish Council. Non councillors may also be members of the committee and will have voting rights[[1]](#footnote-1)
3. The Clerk of the Council will attend to support and administer the committee as required
4. Election of the Committee Chair will be the first business of the initial committee meeting
5. The Committee may appoint representatives to liaise with any organisation that may assist the Committee & its purpose.
6. **Purpose of the committee**:
7. The Festivals Committee will oversee the organisation of any festivals or entertainment in the village utilising equipment purchased with the National Lottery Grant.
8. To ensure all residents have the opportunity to enjoy the festival facilities
9. To consider the provision of facilities for people of all ages
10. **Meetings.**

* The Committee will meet as and when required commensurate with the volume of business. These will not be public meetings
* The decisions of the Committee will be reported by the Committee to the Full Council at the next available meeting and recorded in the Minutes.

1. **Expenditure/Finances**
2. The committee can facilitate the purchase of any future equipment/and or services that may be required to discharge (a) within the remaining budget of the Grant- of £4585. These purchases will be authorised by two parish councillors and the Clerk.
3. The finances of the Festival Committee will be administered by the Parish Council RFO. The, remaining Grant monies of £4585 must be ringfenced within the Parish Council account.
4. **The Equipment.**
5. The Committee will administer any hiring agreement and hiring charges and provide Risk Assessments for same
6. The Committee will consider any disciplinary action required by users of the facilities who breach the cause damage to the property / do not abide by the instructions or terms and conditions set
7. The Committee will consider all complaints received and take necessary action to placate / resolve the situation. The decision of the committee will be final.
8. All equipment will be insured under the Parish Council insurance policy

1. Local Government and Housing Act 1989 Pt 1 13(3)(a) and 4(g) and

   The Parish and Community Councils (Committees) Regs 1990 3(d) [↑](#footnote-ref-1)