

WOODHAM FERRERS & BICKNACRE PARISH COUNCIL

White Elm Garden Centre, White Elm Road, Bicknacre, Chelmsford, CM3 4LR

Tel: 07931 558125

Email: clerk@woodhamferrersandbicknacre-pc.gov.uk

Website: www.woodhamferrersandbicknacre-pc.gov.uk



EVENTS WORKING GROUP TERMS OF REFERENCE

Revised 4th April 2023

Role / Purpose

The role of this working party is to arrange events in the Parish for the benefit of its inhabitants taking into consideration all ages. The Working Group is led and chaired by Councillor Cathy Amos.

Term

These Terms of Reference are effective from the 4th October 2022 and will be on-going until terminated by the Parish Council.

Membership

Membership shall comprise at least two Parish Councillors and up to 5 members of the public (names redacted).

Terms of the Group

1. To seek views from residents of the Parish regarding their wishes for events delivered by the Parish Council.
2. To assess feasibility of events and submit to the Parish Council new plans and provide monthly updates on existing projects
3. To ensure that communications proposed through this group are delivered by the Clerk.
4. To be responsible for dealing with items of correspondence, consultations and projects relating to events where necessary.
5. To increase members as required by vote of Member who are Councillors.

Meetings

1. All meetings will be Chaired by a Councillor and will be nominated and elected by the group.
2. Meetings will be convened in a convenient location, ideally one free of charge.
3. A quorum meeting shall consist of three Members, one of whom must be a Councillor.
4. Meetings will be held when necessary.
5. Meetings will be advertised on the Parish Council website and Facebook Page. The Chairman may also post relevant news on the Bicknacre village Facebook Page.

Amendment / Modification / Dissolution

These Terms of Reference may only be modified by Full Council and the Working Group may only be dissolved by Full Council.