Holbeach PARISH COUNCIL

Coubro Chambers, 11 West End
Holbeach, PE12 7LW
01406 426739
clerk@holbeachparishcouncil.gov.uk
holbeach.parish.lincolnshire.gov.uk
@HolbeachParishCouncil

Events & PR Committee Terms of Reference

Purpose of the Events & PR Committee:

The Committee is appointed by Full Council to deal with all Council run events & PR matters, subject to budget, expenditure and contractual limits decided by the full Council, and reporting back to full Council as required.

Membership:

- Membership of the committee shall consist of between three to five elected members of Holbeach Parish Council who will be appointed annually at the Annual Council Meeting as voting members. There can also be a maximum of three members of the public who can be appointed to the Committee but have no voting rights.
- If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting.
- The committee shall be subject to a quorum of three members.

Co-option / Deputation

- The committee shall have no powers of co-option or deputation.

Chair:

- The chair of the committee will be elected by the members of the committee at either the Annual Parish Council meeting or its first meeting of the committee.
- It is advised that one member of the council should not be chair of more than one committee, in order to encourage wider participation.
- In the case of an equal vote, the Chair of the committee shall have a second or casting vote.

Meetings:

- The Committee shall have a set calendar and shall be convened monthly. The calendar of meetings shall be confirmed at the first committee meeting following the Annual Parish Council meeting.
- Additional meetings of the Events & PR Committee can be called as and when necessary by the Chair of the committee, the Clerk as directed or by two members of the committee by written request to the Chair at any time.
- Meetings will be minuted by the Clerk or Deputy Clerk.
- If a committee is unable to meet due being inquorate and executes its delegated powers, business to be transacted on the agenda, can be placed on the agenda on the next Full Council Meeting.

Holbeach PARISH COUNCIL

Coubro Chambers, 11 West End
Holbeach, PE12 7LW
01406 426739
clerk@holbeachparishcouncil.gov.uk
holbeach.parish.lincolnshire.gov.uk
@HolbeachParishCouncil

Delegation of Powers:

The Events & PR Committee has the delegated authority from Holbeach Parish Council:

- To be responsible for the management of the Council's Events & PR and have the ability to prioritise and manage workloads of employees in relation to these areas.

Events:

- To consider and organise and manage events for the community which will be facilitated, organised and run by the Parish Council on an annual basis for the benefit of all aspects / areas of community residents, paying particular attention to the councils vision.
- To organise and manage the annual Royal British Legion Remembrance Parade
- To authorise expenditure within their delegated budgets for items under £5,000 excluding VAT. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- Where a budget is set by the Parish Council it shall be maintained in accordance with the adopted financial regulations. Any additional funds required by the Finance and Admin Committee to discharge its obligations shall be sought by application to Full Council prior to any commitment or implied commitment to spending.
- In accordance with Financial Regulation 16.4 no tangible moveable property shall be purchased or otherwise acquired where the estimated value of any one item exceeds £1,000, except by authorisation from Full Council.

Other Roles & Responsibilities:

Events:

- To engage with community organisations in the running and organisation of events;
- To promote community events in Council publications / on website;
- To be innovative with events and put together an events programme.
- To regularly report back to the Parish Council on progress, issues arising and outcomes from Community Projects.

Public Relations (PR):

- To oversee and manage the content for the Council's Social Media, website and other PR channels, ensuring all media is used for the dissemination of factual and public information only and complies with the Council's policies.
- To delegate the uploading of information to the website to the Clerk or Deputy Clerk of the Council.
- To receive and review official press release of the Council prior to publication and ensure any contact with the press is through the Clerk or Deputy Clerk.

Holbeach PARISH COUNCIL

Coubro Chambers, 11 West End
Holbeach, PE12 7LW
01406 426739
clerk@holbeachparishcouncil.gov.uk
holbeach.parish.lincolnshire.gov.uk
@HolbeachParishCouncil

Policies & Documents

- To monitor and review all policies and procedures relating to events and public relations and recommend any changes to Full Council.

Budgets

- To consider Event and PR Committee budget requirements (in conjunction with the RFO) and recommend a draft budget the budget to the Finance and Admin Committee

Closed Session

Parts of the meetings of this Committee will be confidential to the members of the Events & PR Committee, Clerk or Deputy Clerk with the press and the public excluded.

Version History	Date of Last Approval	Review Date:
V1	14th June 2021	May 2022
V2	9th May 2022	May 2023
V3	12th December 2022	May 2023
V4	15th May 2023	May 2024
V5	13th May 2024	May 2025
V6	16th June 2025	May 2027
V7	12th October 2026	May 2027