



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:

1. Membership of the committee will be limited to between three and five Councillors who will be appointed annually at the Annual Council Meeting as voting members.
2. If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting
3. The committee shall be subject to a quorum of three of its members.

Chairman:

1. The chairman of the committee will be elected by the committee at either the Annual Parish Council meeting or its first meeting after the Annual Parish Council meeting.
2. The election of a vice chairman is optional, it will however follow the same process as the election of a chairman.
3. It is advised that one member of the council should not be chairman of more than one committee, in order to encourage wider participation.

Meetings:

1. The Committee shall have no set calendar and shall be convened by the calling of a meeting by the chairman of the Committee, or the Clerk as directed, or by two members of the committee by written request to the chairman at any time.
2. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.
3. Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the committee.

Specific Roles & Responsibilities:

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

1. To be responsible for the management of the Council's Events and have the ability to prioritise and manage workloads of employees in relation to these areas.
2. To be responsible for the management of the Council's Facebook page and website and have the ability to prioritise and manage workloads of employees in relation to these areas.
3. To instruct employees to undertake work within the committee's remit, where prior approval cannot be obtained from full council due to time constraints.
4. To have an emergency spend budget of £500 (authorised in conjunction with the Clerk) for work within the remit of the committee, where prior approval cannot be obtained from full council due to time constraints.
5. To regularly publish content onto the Council's Facebook page and respond to comments and messages in line with the standards set in the employee handbook and social media policy.
6. To draft press releases and respond to questions from the press with final authorisation from the Clerk.

The Events & PR Committee has further responsibility:

1. To regularly report back to the Parish Council on progress, issues arising and outcomes from Community Projects.
2. To draft, implement, review, monitor and revise all documents relating to council events, public relations, communications (including Freedom of Information act and Transparency Code) in conjunction with the clerk, and recommend any changes to full council.
3. To draw up proposed priorities for projects and identify possible groups that could have significant role in their implementation.
4. To identify and engage with appropriate support consultants for each project, when considered necessary.
5. To organise, implement and manage the Council's responsibilities with regard to the Royal British Legion parade.
6. To organise and drive forward the implementation of Community Projects.
7. To investigate, manage and deliver any special projects agreed by the Council and delegated to the Committee, in accordance with the Council's requirements
8. Liaise proactively with Council Committees and identify items to communicate.
9. Prepare drafts of the Parish Council Newsletter for review/approval.

Version History	Date of Last Approval	Review Date:
V1	14th June 2021	May 2022
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V3	12 th December 2022	May 2023
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