



HALEBANK PARISH COUNCIL

ALWAYS PUTTING THE PEOPLE OF HALEBANK

FIRST

ADOPTED MAY 2025

11.1 (IV)

Events Committee – Terms of Reference

- The Committee will comprise up to eight Members.
- The quorum of the Committee shall be three Members.
- The Committee shall undertake the following roles and functions: -

Events

1. To agree and manage all Council led events, if in the budget.
2. To confirm format and dates for all events and provide an annual diarised scheme of said events
3. To approve expenditure from the relevant budgets.
4. To provide budget estimates to Parish Council for the following financial year
5. To provide best value including gaining sponsorship for events
6. Review feedback from Parish Council and other major events.
7. To liaise with other organisations staging Parish Council events to include road closures.

Christmas Lighting Provision

1. To review Christmas lighting provision

2. To consider tenders and quotations relating to Christmas Lights, repairs, contractual matters etc and the awarding contracts.