

Stretham Parish Council
Stretham Feast Sub-Committee

Terms of Reference

Sub-Committee Name:

Stretham Feast

Type:

Advisory

Purpose:

To promote community cohesion within the village

BY:

- Having a village celebration event – parade and fayre - inviting those who have moved away, or who have family in the village, to come back for the feast.
- Provide an opportunity for village organisations to raise funds
- To raise funds for an identified charity

Scope:

To provide community events in a safe and secure environment:

Authority:

To provide community events, including, but not limited to:

Feast Day – historically the 3rd Sunday in May:

The Feast Day to consist of a parade and fayre

The fayre to consist of entertainment, food and refreshments.

Village organisations' stalls should not be out numbered by business stalls, this is to maintain the community feel.

Business stalls and refreshments to be provided by local businesses and by the village cottage industry.

There may be activities in the week leading up to Feast Day.

Membership:

The chair of the feast sub-committee is appointed at the Councils Annual meeting.

Membership of the sub-committee includes councillors, representatives of village organisations and members of the community.

Meeting arrangements:

All meetings to be conducted in accordance with Standing Orders Item 3.

The sub-committee shall meet at least 3 times a year, more meetings can take place if needed.

At each meeting, minutes will be taken and presented to the next full Parish Council meeting, where any recommendations will be put forward for approval.

A minimum of three clear days' notice of a meeting is required. The three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.

If the sub-committee chair is unable to make a meeting, the meeting will still go ahead with another subcommittee member chairing – this is to ensure business is dealt with promptly.

A minimum of 3 subcommittee members must attend a meeting.

Reporting:

The sub-committee reports to the Parish Council; Minutes of each meeting will be presented to the next full Parish Council meeting, where any recommendations will be put forward for approval.

The sub-committee is responsible for ensuring any budgeting requirements are submitted to the November Finance, Governance and Personnel Committee, annually.

Deliverables:

The sub-committee is required, on behalf of the Parish Council, to ensure all events organised, comply with current health and safety legislation and to ensure best practice is adopted when recommending the use of parish funds.

All activities of the feast will meet health and safety requirements.

Feast funding will be operated as follows:

Income:

Takings for the fayre – stall contributions, raffle etc, to be used to fund future Feast events and will be held by the Parish Council.

Expenditure:

Takings for the parade will be donated to a charity identified by the feast sub-committee, which has been endorsed by the Parish Council.

As per Financial Regulation 4:

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the **approved budget**. This authority is to be determined by:

- The Council for all items over £1,000
- A duly delegated sub-committee of the council for items over £500; or
- The Clerk, in conjunction with the Chairman of Council or Chairman of the appropriate sub-committee, for any items below £500

To ensure compliance with current Standing Orders and Financial Regulations adopted by the Council.

Equipment:

Any equipment purchased (marquees, high vis jackets etc) for the feast shall become the property of the Stretham Parish Council and shall be stored within Parish Council premises. Use of the equipment will be confined to village events.

Risk Assessments:

The sub-committee is responsible for writing and annual review of the risk assessment for any community events held and ensuring adequate insurance provision is in place.

The sub-committee must ensure all organisations' participating in any events has supplied a risk assessment and has sufficient insurance provision in place.

These Terms of Reference will be reviewed annually and may be amended, varied or modified after a review.

October 2019