

Events Working Party

General

The Events Working Party will report to the Leisure & Amenities Committee.

The Events Working Party will establish and recommend to the Parish Council through the Leisure and Amenities Committee, a framework of policies and procedures for the use of the Parish Facilities (mainly the Parks and Open Spaces) for Community and Commercial events. The Events Working Party will also review consultative arrangements with relevant bodies in relation to the use of the parks and other facilities, where necessary establishing new arrangements and ensuring that any consultative bodies are broadly representative of parishioners and park users.

The Events Working Party will recommend booking arrangements, charges for community and commercial events, advise on the suitability of venues for specific types of event and make recommendations for the acquisition of suitable equipment that enhances the capabilities of the Parish to host successful events.

The Events Working Party will be made up of Councillors Ayris, Firmin, Griffiths, Herring, Hopkins and Howarth.

Terms of Reference

1. To consider the overall Policy Framework required for the safe and successful operation of events in Parish facilities and make recommendations to the Leisure and Amenities Committee.
2. To consider the booking procedures, regulations, contractual and financial arrangements, including deposits, insurances, suitability factors and guarantees/guarantors required for the safe and successful management of events and make recommendations to the Leisure and Amenities Committee.
3. To consider the charging structures for Public, Community, Commercial and Private events and make recommendations to the Leisure and Amenities Committee.
4. To review and consider short, medium and long term commercial strategies for the Parish in relation to the use of Parish facilities on a commercial (revenue earning) basis and make recommendations to the Leisure and Amenities Committee.
5. To review and consider plans for investment required in the development of Parish facilities (including buildings, services, facilities, infrastructure, equipment and grounds – temporary and permanent) that will enable and/or improve safety, operations, utilisation, marketing, customer satisfaction, impact on residents and potential revenues and make recommendations to the Leisure and Amenities Committee.
6. To explore partnerships with relevant community and commercial organisations to improve the utilisation and revenues generated from the facilities and make recommendations to the Leisure and Amenities Committee.
7. To monitor the progress and success of the various events and facilities highlighting those areas that work well and those that are less successful, recommending further resource allocation if required.