

Drighlington Events Committee Terms of Reference

Background

Drighlington Events Committee, hereafter the Events Committee, is a volunteer committee established to organise and manage free events for residents to attend in the village of Drighlington.

Responsibilities

The Events Committee are responsible for organising 3 events a year:

- Drighlington Gala
- Drighlington Christmas light switch on (Drigmass)
- Drighlington Easter Egg Hunt

Any request to arrange or be involved in the arrangement of any additional events must be agreed by vote of the committee.

Membership

The Events Committee is a volunteer organisation consisting of members of the village, or volunteers who have close ties with and invested in the village of Drighlington.

The committee will consist of a Chair and Treasurer, alongside volunteer members.

All member of the committee are volunteers and there is no payment for time or works done in the duty of organising an event.

Members of the Events Committee must be willing to work together for the benefit of their community. They must treat other members with respect and dignity and be prepared to consider views that are different from their own.

The Events Committee encourages involvement by members of the community and so membership will be flexible, allowing additional members to be involved as numbers and practical management of the meetings permit.

Meetings

The Events Committee will arrange its own meeting schedule.

The Events Committee may invite individuals or organizations to attend meetings to give advice on any relevant topic.

Minutes of Group meetings will be recorded and available to residents of the village to view if requested.

Declarations of Interest

Events Committee members must declare any conflict of interest once identified, whether pecuniary or otherwise, in any items on the agenda, and are under a continuing obligation to make a later declaration should they realise that they do have an interest in the topic under discussion. Any such declarations will be recorded in the minutes.

A Conflict of Interest register detailing ongoing conflicts will be maintained and updated as necessary.

Financial Matters

The Events Committee will hold a bank account in the name of Drighlington Events Committee. There will be 3 named signatories on the account at any one time.

Any payments (both online and by cheque) must be approved by 2 of the 3 named signatories.

All payments made must be supported by receipts.

A Profit and Loss statement will be produced for each event. An annual Profit and Loss statement for the financial year will be produced to support an independent audit of the bank account and expenditure.

Reviewing the Terms of Reference

The Events Committee will be responsible for agreeing the Terms of Reference and any relevant amendments to them. The Terms of Reference will be reviewed periodically to ensure that they remain fit for purpose.