

Waltham Parish Council Events Working Group

Terms of Reference

1. Purpose

The Events Working Group (EWG) is established by Waltham Parish Council to support the planning, organisation, and delivery of community events that promote civic pride, community spirit, and local engagement within the parish of Waltham.

2. Objectives

- To identify and propose suitable community events for the parish.
- To coordinate the planning and delivery of agreed events.
- To promote inclusivity, sustainability, and accessibility in all event planning.
- To liaise with local groups, organisations, volunteers, and external stakeholders.
- To ensure events reflect the interests and values of the Waltham community.

3. Membership

- Membership shall include at least three parish councillors and may include co-opted community members.
- A Chair shall be appointed from among the councillor members.
- Membership will be reviewed annually at the Annual Meeting of the Parish Council.

4. Roles and Responsibilities

- Prepare event proposals for approval by the Parish Council, including budgets and risk assessments.

Event planning timelines must be presented and approved by Full Council at the time of Full Council approving the event itself. Rationale: To enable all legal requirements to be completed by 12 weeks before the event by the Clerk e.g. risk assessments, obtaining participants insurance documents, ESAG submission, music/lottery licences, road closures etc.

- Organise logistics for approved events (venue, equipment, licences, etc.).
- Coordinate publicity, marketing, and community engagement efforts.
- Seek sponsorship and funding opportunities where appropriate.
- Report progress and outcomes to the Parish Council, including post-event evaluations.

5. Authority

- The Working Group does not have delegated decision-making powers.
- All recommendations and expenditures must be approved by the full Parish Council.

6. Meetings

- The Working Group will meet as required to fulfil its responsibilities.
- Notes of meetings shall be taken and circulated to the Parish Council.
- A quorum shall consist of at least 3 members, including one councillor.

7. Review

These Terms of Reference will be reviewed annually by the Parish Council or as required to reflect any changes in objectives or membership.

Notes

ESAG

ESAG need to be submitted minimum of **12 weeks** before the date of an event.

The Clerk needs a minimum of **4 weeks** before the ESAG is submitted to prepare all of the documentation. This sometimes involves contacting NELC e.g. highways and getting a response can take time. Full event details need to be sorted by this deadline as the ESAG covers details, not just a general description of the event.

Total = 16 weeks before the event date full detailed event plan needs to be in place.

Any ESAG application includes: - road closures and diversion routes, traffic management company name, start finish times and event preparation times and take down times, maps, risk assessments, parking, disabled access, live music, any dancing, food safety, sport activity, PA system, number of stewards, use of the highway, crowd control measures, weather contingency, how vehicle movements will be controlled, if any children's rides, any animals, any marquees or gazebos, bouncy castles, raffles or name cards, first aid provision, lost children arrangements, how litter will be collected – and much more!

Events not requiring ESAG

No ESAG = shorter lead time. Methodist concerts and summer workshops – full details needed by the Clerk **4 weeks before the relevant newsletter article deadline.**