

BRADWELL PARISH COUNCIL



TERMS OF REFERENCE	Carnival
VERSION	2.6
LAST REVIEWED	29 May 2024

1 The Carnival Committee is a parish council committee established to manage Carnival events.

The scope of responsibility of this committee is

1.1.1 the Carnival parade (incl. floats, bands and Queens), of the first Saturday,

1.1.2 the entertainment and other events on the playing field,

1.1.3 Oversee any evening entertainment planned for the second Saturday.

1.2 The membership of the committee is determined at the Annual Meeting of the Parish Council, and is usually two members, with the parish council chairman and vice-chairman being automatic ex-officio members. The committee chairman is appointed by the full Parish Council and the vice-chairman is elected annually by the committee at the first meeting after the Annual Meeting of the Parish Council. The committee chairman and vice-chairman shall hold office until the next Annual Meeting of the Parish Council, as per their Standing Orders.

In addition to parish council members, a number of residents are normally co-opted as members of this committee. These co-options must be approved by the full parish council.

These co-opted members must not have any responsibility or allowance to confirm matters involving financial transactions. This may only be done by Parish Councillors and the Clerk/RFO.

Quorum is defined as one of the two council members and one third of the full committee membership. If members present (not including those debarred by reason of a declared interest) falls below the required quorum, then the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day as the chairman may fix. In the event of an equality of votes, the chairman of the committee shall have a second or casting vote.

1.3 The Carnival committee has delegated authority from Bradwell Parish Council in the following areas and is expected to:-

1.3.1 propose an annual budget to the RFO in a timely fashion.

1.3.2 Investigate options for running the events

1.3.3 Budget and plan the running of the events.

1.3.4 Manage the running of the events.

1.4 On-site meetings may be arranged by the chairman of the committee, or by the vice-chairman if the chairman is not available. Where an on-site meeting is arranged all members of the committee shall be notified, but not all have to be in attendance.

1.5 The Carnival committee should meet at least twice per annum. Minutes of all meetings will be recorded by the Parish Clerk or any member nominated at the meeting and circulated at full meetings of Parish Council.

- 1.6 This committee should endeavour to assure that no liability falls on the council as a result of injury to members of the public during the events organised by this committee. Any actual or potential safety issues should be reported to the Carnival chairman as soon as practicable for action.
- 1.7 A member may consider any matter in which he (or their spouse/partner) have a personal interest (but not a prejudicial interest), provided the interest is disclosed in the usual manner in line with the provisions of the Members' Code of Conduct.
- 1.8 This committee will be responsible for managing expenditure within the agreed budget for all aspects of the Carnival under its control. In calculating overall expenditure, no allowance should be made for any potential income.
- 1.9 It is the duty of the council to review the Terms of Reference of the committee each year at the Parish Council meeting following the Annual Meeting of the Parish Council.