



# **Hullbridge Parish Council**

## **Events & Leisure Working Group**

### **Terms of Reference**

1. Working Group

The Events & Leisure working group of Hullbridge Parish Council.

2. Members

The Events & Leisure Working Group is made up of nominated Councillors from the Events & Leisure Committee and non-councillors from local Community Groups and residents.

3. Meetings

The working group will call meetings as and when needed.

4. Responsibilities

The Working Group will report back to the Events & Leisure Committee and can:

- Make recommendations to the E&L Committee for future events
- Always ensure protocols and guidelines from Hullbridge Parish Council's insurance company are adhered to
- To ensure that Hullbridge Parish Council works alongside other Community Groups wherever possible

5. Terms & Conditions

As a working group, all decisions on spending and events must be forwarded to the E&L Committee first, and Full Council for final approval. Discussions will be minuted for full transparency, and all meetings must adhere to Hullbridge Parish Council's code of conduct and be held in accordance with civility and respect procedures.

6. Minutes

Informal minutes will be taken and distributed to all Working Group members and all Council members.