



Twywell Parish Council Festival Committee Policy

PURPOSE

To facilitate the co-ordination of village events between the various village residents, festival committee and the Twywell Parish Council. To enhance the coordination of village events for national celebrations. Enhance communication between the Twywell Parish Council, village residents and festival committees therefore supporting cross group working, sharing best practice and experiences. This is open to all residents and we continue to seek volunteers for village events.

Parish councils may only do what legislations requires or permits, the Local Governments Act 1972 S101 allows the councils to delegate functions to committees, officers or other authorities, hence the requirement for the Festival Committee.

MEMBERSHIP

The festival committee shall be comprised of three council members as determined at the Twywell Parish Annual Council Meeting. Village residents and committee shall be invited to nominate up to four representatives to be members of the festival committee. Individual members not associated with a specific group will be considered for co-option as community representatives.

The Clerk of the Twywell Parish Council will attend to support and administer the committee as required.

The Festival Committee will oversee the organisation of any festivals or entertainment in the Twywell village utilising equipment purchased with the National Lottery Grant to ensure all residents of all ages have the opportunity to enjoy the festival facilities.

MEETINGS

The festival committee will (as a minimum) meet two times a year and additional meeting may be convened as required. The festival committee will appointed a Chair at its first meeting. Meetings will be conducted in accordance with Twywell Parish Council's Standing Orders and will be convened within the prescribed statutory framework. For clarity, the agenda must be published three clear days before the meeting, the meeting will be held in public unless there is a legitimate reason that it should not be and minutes will be produced. The meetings will be convened at a time convenient to the committee time providing the statutory notice is given.

Any decisions of the Festival Committee will be reported by the Festival Committee to the Twywell Parish Council at the next available meeting and recorded in the minutes.

SUB-COMMITTEE / ADVISORY GROUPS

The festival committee may appoint a sub-committee or advisory committee (with the permission of the Twywell Parish Council) that may be comprised solely of non-councillors for specific tasks with 'Terms of Reference'. For example, to arrange the Christmas Fayre. The sub-committee or advisory group may set its own meeting schedule but this will be held in public. The sub-committee or advisory group shall report to the festival committee unless in exceptional circumstances, a report may be made direct to the Twywell Parish Council if the matter warrants it.

QUORUM

The quorum for any committee meeting or sub-committee meeting is three members one of which must be from the Twywell Parish Council.

CODE OF CONDUCT

The adopted Twywell Parish Code of Conduct will apply to all council members and to non-council members if they are entitled to vote on any questions, which falls to be decided at any committee meeting or sub-committee.

VOTING

Festival committee members may vote on all matters unless they have a Disclosable Pecuniary Interest and dispensation has not been granted by Twywell Parish Council. A quorum of three councillors is required whenever the vote is on a matter that non-councillors are not permitted to vote on.

Non-councillors may

- a. Vote on matters that do not have a financial implication for the council unless it is within the properly assigned budget for a specific purpose.
- b. Vote on matters relating to management of land owned or occupied by the council (Regulation 3 of The Parish and Community Councils (Committees) Regulations 1990)
- c. Vote on any function under section 144 of the 1972 Act relating to the promotion of tourism, and
- d. Vote on any function under section 145 of the 1972 Act relating to the management of a festival

All decisions will be made by majority.

EXPENDITURE

The festival committee may only agree expenditure within budgets previously determined for the Festival Committee and assigned by the Twywell Parish Council for specific or general purposes.

REGULATORY MATTERS

All activities and decisions made by the Festival Committee must comply to relevant legislation. No activity or decision should undermine or invalidate the Twywell Parish Council's insurance. Activities and events organised by representatives on the committee are expected to undertake

their own risk assessment and have appropriate insurances in place. It should not be assumed that the Twywell Parish Council's insurance will cover an event.

The Festival Committee will administer any hiring agreement and hiring charges and provide Risk Assessments.

The Festival Committee will consider any disciplinary action required by users of the facilities who breach the cause damage to the property / do not abide by the instructions or terms and conditions set.

The Festival Committee will consider all complaints received and take necessary action to placate / resolve the situation. The decision of the committee will be final.

GRANTS

Any Festival Committee members that's representative this committee may apply to the full council for a grant within the terms of the 'Council's Grant Awarding Policy' and budgetary framework. For clarity, this committee does not have powers to award grants.

TERMS OF REFERENCE

The 'Terms of Reference' for the festival committee will be set and approved by Twywell Parish Council. The festival committee may not independently alter the approved 'Terms of Reference'. The festival committee may request an amendment via the Twywell Parish Clerk.

COMMITTEE DISSOLUTION

The Twywell Parish Council may, at any time and at a properly convened Twywell Parish Council meeting, make a resolution to dissolve the festival committee.

Policy Control Sheet

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