

Little Paxton Parish Council

TERMS OF REFERENCE
Autumn Flower & Vegetable Show Advisory Group
October 2020- October 2021

Membership:

The Advisory Group will comprise such number of Members as shall be determined by the Council and may include additional members from Village Groups & Organisations and residents.

Quorum - 3, unless otherwise determined by the council.

Terms of Reference:

- (a) The aim of the Advisory is to organise the Autumn Flower & Vegetable Show & Beer Festival 2021.
- (b) To prepare a budget for the event.
- (c) To ensure Risk Assessments are completed for the event.
- (d) To ensure all necessary insurances & licences are in place prior to event.
- (e) To ensure the event is widely advertised.
- (f) Communications by members of the Advisory to be by email where necessary.
- (g) To ensure the event meets current Coronavirus regulations.
- (h) The Advisory Group has no spending powers.

Next review October 2021