



# Annual Music Event Working Group

## Terms of Reference

Adopted by Stokenchurch Parish Council on 3<sup>rd</sup> September 2025

### 1. Purpose

To plan, coordinate, and advise on the delivery of Stokenchurch Parish Council's Annual Music Event, ensuring it is safe, inclusive, well-managed, and aligned with council policies and community expectations.

### 2. Objectives

- Develop and propose the event format, date, location, and schedule.
- Identify and liaise with performers, vendors, and suppliers.
- Ensure compliance with licensing, insurance, and safety regulations.
- Promote the event through appropriate channels.
- Recommend budgetary needs and funding opportunities.
- Facilitate community engagement and volunteer involvement.

### 3. Membership

- Comprised of Parish Councillors appointed by resolution.
- May include non-councillor members (e.g. residents, volunteers) in an advisory role.
- A lead member (Event Coordinator) to be appointed by the group.

### 4. Meetings

- Held regularly in the lead-up to the event
- No quorum or formal voting procedures required.

### 5. Authority & Limitations

- The Working Group has no delegated authority to make financial or contractual commitments.
- All decisions must be referred to Full Council for approval.
- The group may liaise with the Clerk to initiate bookings, submit applications, or coordinate logistics.

### 6. Responsibilities

- Draft event plans and risk assessments.
- Identify and recommend performers, suppliers, and contractors.
- Ensure appropriate insurance, licences (e.g. Temporary Event Notice, music licensing), and safeguarding measures are in place.
- Coordinate with emergency services and local authorities as needed.
- Promote the event via posters, social media, and local networks.
- Debrief after the event and recommend improvements for future years.

### 7. Reporting

- A member of the Working Group will make recommendations to the Full Council. Reports may be verbal or written, depending on the issue.

### 8. Review

- This ToR will be reviewed as required.