

# **Cutcombe Parish Council**

## **Snowdrop Valley Committee –Terms of Reference**

### **Membership:**

The committee shall be made up of not less than 2 councillors, together with not less than 2 other members of the community and the Parish Clerk and RFO.

The Chair to be elected annually at the Annual Parish Council Meeting in May.

All members are bound by the Parish Council Code of Conduct currently in force.

### **Quorum:**

A quorum to be minimum of one third of the committee (excluding the Parish Clerk), or three members, whichever is the greater.

### **Meetings:**

The committee will meet as required to manage the annual Snowdrop Valley Event.

Meetings are open to members of the public.

Agendas will be published by the Parish Clerk with due notice.

All meetings will be minuted by the Parish Clerk, and the minutes will be published.

### **Delegated Powers:**

The committee has delegated powers from the Parish Council to organise and manage the Snowdrop Valley Event.

The Committee has the delegated authority to spend and manage the Snowdrop Valley budget allocated for the financial year and must not overspend its budget. Any spends that go over the budget or are not included in the budget must be approved by the Parish Council prior to ordering.

All spending will be reported to the Parish Council.

### **Powers and Responsibilities:**

To put volunteers together for the event to assist visitors to Snowdrop Valley.

To promote Snowdrop Valley to the public.