



Fund Raising and Events Committee

Terms of Reference

There shall be a standing Committee of Morton-on-Swale Parish Council (the Council) to be referred to as the Fund Raising and Events Committee.

1. Terms of Reference

The powers and other matters relating to the Committee will be subject to these Terms of Reference. These Terms of Reference will be reviewed at each Annual Meeting of the Council and if necessary revised. These terms of reference are supplementary to, and do not in any way take precedence over, the Parish Council's Standing Orders or Financial Regulations.

2. Role, Aim and Objectives

The overall role of the Committee shall be to assess potential Community events, including but not limited to fund-raising events, and to prioritise, co-ordinate and oversee the delivery of any endorsed project, including risk and financial aspects, initiated either within the Committee or by the Council.

Aim: To plan, deliver, and support community events and fundraising initiatives on behalf of the Parish Council that bring the village together, strengthen community spirit, and generate funds to be reinvested for the benefit of Morton-on-Swale and its residents.

Objective 1: Community Events ○ Organise events to bring the community together – providing the opportunity for residents of all ages to come together, socialise, and strengthen community ties.

- Work with other local groups (such as Our Morton, the Village Hall, Schools, and other community organisations) to coordinate activities, avoid duplication, and ensure a balanced offer for the residents of the Village.

Objective 2: Fundraising ○ Deliver a minimum of one annual fundraising event (such as a family fun day) to generate income for community benefit.

- Consider organising additional fundraising events if capacity and volunteer support allow.
- Reinvest funds in a variety of ways, including but not limited to:
 - Providing “seed funding” for future Parish Council-led events.
 - Purchasing items of benefit to the community.
 - Contributing towards Parish Council expenses related to the upkeep of community facilities (such as the play park).

Objective 3: Community Engagement

- Encourage and welcome residents to participate in events and, fundraising activities, including bringing forward ideas of how any funds could be reinvested into the community.
- Provide clear communication about upcoming events, fundraising outcomes, and reinvestment decisions (e.g. through newsletters, noticeboards, or online platforms).

Objective 4: Parish Council Support ○ Act as a formal committee of the Parish Council, providing recommendations and updates on community events and fundraising matters.

- Support Parish Council-related initiatives where additional volunteer input or funding is beneficial.

Objective 5: Transparency & Governance ○ Operate under an agreed Terms of Reference, ensuring accountability, openness, and clarity of remit.

- Hold meetings (in conjunction with or following Parish Council meetings) to discuss plans, finances, and progress.

3. Membership

The Committee shall comprise one or more Morton-on-Swale Parish Councillors with a minimum membership of one councillor, who will by default act as Chair of the Committee, supplemented as required by up to 5 co-opted Parishioners with a maximum overall membership of five excluding the Chair.

The Chair of the Parish Council shall be, during their term of office, an ex-officio member of the Committee.

The Chair of the Committee shall be determined by the Council at the meeting where these Terms of Reference are approved initially, and then each year at its Annual Meeting.

Should no Parish Councillor be willing to stand as Chair, the Committee will disband and all its powers and responsibilities will revert to the Council.

The quorum for any meeting of the Committee shall be three members including the Chair of the Committee. In the absence of the Chair, the vice-Chair (if appointed) shall preside.

The Parish Clerk may attend meetings of the Committee in an advisory capacity if required. A meeting of the Committee shall not cease to be quorate (subject to minimum numbers) merely because of the absence of the Clerk.

Where the post of RFO is held separately from the Clerk, then the RFO may also attend meetings of the Committee ex officio in an advisory capacity, although the RFO (or Clerk/RFO) will normally act as the Committee's treasurer/accountant.

The Committee will meet as often as necessary. At the first meeting of the Committee after the Council's Annual Meeting the Committee will determine a schedule of proposed fundraising events for the coming year. All meetings of the Committee shall be minuted and the minutes shall be submitted to the Council for its consideration at its next full meeting.

Meetings, in addition to the published schedule or an amendment of the schedule, may be convened by the Committee Chair in consultation with the Clerk.

4. Powers and duties of the Committee

a. Under Delegated Powers

Within the approved budget and in accordance with the Financial Regulations adopted by the Council and these Terms of Reference, the Committee has full authority, for and on behalf of the Council, to exercise these **delegated powers**:

- i. Where specified project approval is given and the project does not fall within the remit of another committee to assess, prioritise, co-ordinate and oversee the delivery of said endorsed project, including risk and financial aspects, to completion.
- ii. To maintain an Action Plan, containing a prioritised list of all projects either proposed or endorsed, reviewing said Plan at every meeting of the Committee.

b. Powers to consider, advise and make recommendations

The Committee is required to consider, advise and where necessary make recommendations to the Council regarding proposed Community Events, including any official Celebrations. These recommendations shall, where appropriate, include income and expenditure projections, indicating from where funds are to be obtained and how proceeds are to be used. The Committee may only proceed with detailed event planning and implementation where outline budget approval has previously been obtained from the Parish Council.

In the event that an urgent decision relating to a previously planned event is required from Council, and this cannot wait for the next full Council meeting, this may be sought via an email approval procedure similar to that which is already in place for payment of supplier invoices.

c. Financial Control

The Committee shall, at all times, operate in accordance with the Parish Council's Financial Regulations, supplemented as necessary by adherence to the following special considerations:

(i) Receipts

- Where any significant sums of cash are received during the course of an event, steps should be taken to ensure that more than one person is present when the cash is counted in the first instance, and that there is reconciliation to some form of control such as ticket issues. Wherever possible, the Committee should encourage cashless transactions.
- All cash receipts from an event should ideally be banked gross, and not used for reimbursement of casual/incidental expenses incurred by Committee members and others.
- "Sum-up" (or similar) contactless card payment systems may be used for the collection of receipts. However, where used, these systems must be linked

directly to the Parish Council's business current account and not to the account of any private individual.

(ii) Expenditure

- For larger items of expenditure, orders should always be placed that will result in a VAT invoice being produced (where applicable) and should be made out in the name of Morton-on-Swale Parish Council as the end customer. Where payment with order is required, this should ideally be made using the Council's debit card. Otherwise, payments will normally be made by bank transfer on receipt of invoice.
- Where incidental expenses have been incurred by Committee members, a formal claim for reimbursement should be submitted, to which VAT receipts, where appropriate, or other proofs of purchase should be attached. Debit/Credit Card counterfoils will not normally be considered as acceptable for this purpose. Repayment will be made by either cheque or bank transfer, in accordance with the Council's established procedures for payments to its suppliers, and best endeavours will be employed to ensure that such repayments are made promptly.
- A more detailed break-down of receipts by stall/attraction etc, especially for larger events such as the Fun Day, is probably desirable, if only to be used as an aid to planning future such events.

(iii) Surpluses/Nett Proceeds

A "ring-fenced" sub-account within the Parish Council's main account will be maintained to record the cumulative surpluses (or losses) from community events.

In the event of the Committee being disbanded, as set out under item 4 (Membership) above, any remaining funds in the ring-fenced account shall be absorbed into the Council's reserves or otherwise used as the Council thinks fit.

Any surpluses may, subject to Council approval (as per below diagram), be used, either in full or in part. The Events and Fundraising Committee will discuss and agree on recommendations regarding how funds raised under its activities should be invested or allocated. Recommendations may include, but are not limited to, proposals for community purchases, seed funding for future events, or contributions toward the upkeep of community facilities.

All recommendations must be presented to the Parish Council for consideration. The Parish Council retains the final decision-making authority, and no expenditure shall be made without explicit Parish Council approval.

Decision-Making on Use of Funds



In the event of the Committee being disbanded, as set out under item 4 (Membership) above, any remaining funds in the ring-fenced account shall be absorbed into the Council's reserves or otherwise used as the Council thinks fit.

d. Other Considerations

All promotional posts/material regarding forthcoming Events shall routinely be submitted to appear on the Parish Council's Facebook page and/or website in addition to any other advertising/PR outlets that may be deemed appropriate.

Events held will be covered under the Parish Council insurance policy and all events will require a risk assessment to be completed and circulated to all Parish Council members at least 5 days prior to an event.