



SHALDON PARISH COUNCIL

BONFIRE & FIREWORKS COMMITTEE

TERMS OF REFERENCE

ADOPTED 28 NOVEMBER 2023
NEXT REVIEW NOVEMBER 2024

Introduction

The Bonfire & Firework Committee (BFC) is a standing committee of Shaldon Parish Council (SPC). This Terms of Reference (ToR) sets out the following for the BFC:

- Purpose
- Membership and Authority
- Meeting Arrangements
- Reporting
- Resources and Budget
- Review of ToR.

Purpose

- To organise a free and entertaining Bonfire and Fireworks event on an annual basis. The event is subject to tides, so, although the aim is to hold it on 5 November the date may vary.
- To promote the businesses of Shaldon and surrounding areas and assist them to benefit financially from the event.
- To work with Teignmouth Town Council and organise joint funding for the Fireworks Display.
- To ensure all Health & Safety measures are sufficient and adhered to for the Bonfire and Firework evening.

Current Membership

The Chair and Vice Chair must be members of Shaldon Parish Council.

Members: Cllr Andy Burnham, Cllr, Jo Cumbley, Cllr Danielle Westlake, Cllr Chris Clarence, and ITUS (consultative only).

(Quorum for each meeting is 3)

Committee Chair: Cllr Andy Burnham

Administration: to be carried out by the SPC Clerk/Proper Officer & RFO: Nicola Hamblin.

Meeting Arrangements

- The PC will meet at least 3 times per year.
- Meetings will be held at the Methodist Hall, Shaldon.
- The meeting will be conducted under SPC Standing Orders version agreed at full council meeting on 28 November 2023.
- The distribution of agendas and minutes is in accordance with the SPC Standing Orders as above.
- In accordance with standing orders the public and representatives of the press can attend these meetings.

Reporting

- The BFC will report to the Full Parish Council.
- Minutes of the BFC will be provided to members of the BFC for approval at next full Council Meeting.
- Minutes to be posted on the Parish Website.

Resources and Budget

- With the RFO/Clerk prepare and review annual budget together with monitoring expenditure in accordance with the budget.
- Any proposed expenditure is to be referred to Clerk in the first instance to ensure it is within the budget and consents are issued by full council in line with the Financial Regulations of the SPC.

Review

These ToRs will be reviewed annually in November every year.