



Bedlinog and Trelewis Community Council

Events and Consultation Committee – Terms of Reference

Date	Approved By	Version	Notes
10/04/2025	Full Council	1.0	Approved

1. Purpose

The Events and Consultation Committee is established to plan, organise, and evaluate community events and ensure effective community consultation across Bedlinog and Trelewis. The Committee will support community engagement, inclusiveness, and the Council's vision to foster community spirit and local participation.

2. Objectives

- To coordinate and oversee the planning, budgeting, promotion, and delivery of Council-supported or Council-led events.
- To identify opportunities for community consultation and recommend engagement methods to the full Council.
- To act as a liaison between the Council and the community regarding feedback, ideas, and issues arising from consultations and events.
- To evaluate past events and consultations and make recommendations for future improvements.

3. Membership

- The Committee shall consist of a minimum of three and a maximum of five members of the Council.
- Membership will be agreed upon at the Annual Meeting of the Council or as otherwise determined by resolution of the Council.
- The Chair and Vice Chair of the Committee shall be elected by the Committee members at its first meeting following the Annual Meeting.



- Non-councillor members (e.g., community volunteers or representatives from local organisations) may be invited to join the Committee in an advisory or support capacity but will not have voting rights.
- Non-councillor members must sign and agree to abide by a Code of Conduct, recognising that they are representing Bedlinog and Trelewis Community Council while acting as part of the Committee.

4. Quorum

A minimum of three Councillor members is required for a meeting to be quorate.

5. Authority and Reporting

- The Committee has delegated authority to plan and deliver events and consultations within the budget allocated by the full Council.
- Any spending outside of the allocated budget must be referred to by the full Council for approval.
- The Committee shall report its decisions and activities to the full Council through written minutes and/or verbal updates at Council meetings.

6. Meetings

- The Committee will meet at least quarterly, with additional meetings scheduled as required to support events or consultations.
- Meetings will be convened by the Committee Chair or by resolution of the Council.
- Minutes of meetings will be taken and published in line with Council procedures and transparency requirements.

7. Budget and Resources

- The Committee will prepare an annual budget proposal for events and consultations, to be considered by the Council as part of the overall budgeting process.
- The Committee is responsible for ensuring value for money and proper financial management in all its activities.

8. Responsibilities

- Develop a calendar of community events and consultations.
- Consult with residents, schools, local businesses, and groups to ensure events reflect local needs and interests.



- Ensure inclusiveness, accessibility, and safety in all event planning and execution.
- Review and assess feedback from events and consultations.
- Collaborate with external partners and funding bodies where appropriate.
- Promote the visibility and involvement of the Council in local community life.

9. Review of Terms of Reference

These Terms of Reference shall be reviewed annually at the first meeting following the Council's Annual Meeting or sooner if required.



Sample Code of Conduct for Non-Councillor Members

As a non-councillor member of the Bedlinog and Trelewis Community Council Events and Consultation Committee, I agree to abide by the following Code of Conduct:

- I will always act in the best interests of the community and the Council.
- I will treat all individuals with respect and courtesy.
- I will respect confidentiality and not disclose any sensitive or personal information obtained through my role.
- I will not bring the Council into disrepute through my actions or statements, in person or online.
- I will work collaboratively with Councillors, staff, and the public, and contribute constructively to meetings and activities.
- I will declare any conflicts of interest and withdraw from discussions or decisions where necessary.
- I understand that I am accountable for my conduct while acting in my role and that a breach of this code may result in my removal from the Committee.

Signed: _____

Date: _____