

BRIMSCOMBE & THRUPP PARISH COUNCIL



Party on the Playing Field Working Group – Terms of Reference

1. General

The Party on the Playing Field Working Group has been established to coordinate and create the Party on the Playing Field in Brimscombe and Thrupp.

2. Members

The Party on the Playing Field Working Group is made up of two sections – The Parish Council and the Creative Committee (membership of the Creative Committee to be confirmed)

3. Meetings

The Creative Committee will call meetings as and when needed and the Assistant Clerk will attend where possible. A member of the Creative Committee will attend the monthly Parish Council meetings and give a verbal update

4. Minutes

Minutes from the Creative Committee will be taken at the meeting and distributed to all Working Group members. These minutes will only include details of actions and decisions made at the meetings and will form the report to Council (see clause 6.1 below). Minutes taken at the Parish Council meeting regarding the Party on the Playing Field will be distributed to all Working Group members.

5. Responsibilities

The Working Group has the overall responsibility for the management and creation of the Party on the Playing Field, ensuring it runs in accordance with legislative requirements, regulations and guidelines.

Specific responsibilities have been divided into two sections (as outlined below) – Parish Council and Creative Committee and include:

Parish Council:

5.1 Financial: Produce monthly accounts of income and expenditure

5.2 Infrastructure: Book, arrange payment and scheduling

5.3 Exhibitors, Vendors, Caterers and Tea and Cake tent: Contact and book, check PLIs and electricity requirements

5.4 Insurance: Confirm cover in place for the party

5.5 Bands: Coordinate PLIs for those needed

5.6 Internal Communication: Regularly update the spreadsheet. Write a monthly update report for the Creative Committee and attend Creative Committee meetings where possible.

5.7 External Communication: Via Parish Council's website

5.8 Football Club: To liaise with the club

Creative Committee:

5.9 External Communication: (within allocated budget)

5.10 Internal Communication: Update progress on the spreadsheet on the cloud. Chair of the Creative Committee to verbally update the Parish Council at monthly meetings including all expenditure and income and any significant changes in the plan and budget to Full Council for approval.

5.11 Income: To raise money for the event through fundraising/sponsorship as appropriate and to adhere to any requirements set by any funders of the project.

5.12 Bar: (within allocated budget)

5.13 Music: Book bands, arrange running order, arrange hire/ loan of PA System, staging (within allocated budget). Check PLIs and liaise with Parish Council re. any that are needed. (Any costs/fees for performers needs to be raised as an additional budget from donations/sponsorship/grant etc) (NB/ Any plans would need to be passed by the Parish Council to check insurance and for approval of activities – for insurance purposes)

5.14 Entertainment: Book children's entertainers, adult-oriented activities, games. Check PLI and send to Parish Council (Any costs/fees for performers needs to be raised as an additional budget from donations/sponsorship/grant etc) (NB/ Any plans would need to be passed by the Parish Council to check insurance and for approval of activities – for insurance purposes)

5.15 Infrastructure: Arrange water bowsers, borrow gazebos, table and seating, flags and bunting, any play equipment (No current budget for this)

5.16 Site Layout: Create site plan and volunteer/ steward allocations

5.17 Car Parking: In charge of car parking and logistics

5.18 Schools Outreach: Any potential engagement with schools (No current budget for this)

5.19 Operations: Arrange field setup and takedown, bulky items transport to/from site, recruitment of volunteers, any collection and delivery.

5.20 Volunteers: Recruitment of volunteers, management and scheduling of volunteers/ supervisors' roles.

Both Parish Council and Creative Committee:

5.21 To prepare a budget and proposal for the Party on the Playing Field – to be approved by Full Council, and to ensure that all financial spending has been agreed by Full Council

5.22 Devise and complete risk assessment and the steward/ volunteer training needed. Parish Council to talk through the training on the day and provide appropriate literature.

5.23 To decide on what electrical requirements are needed. To ensure that all payments and expenses claims are made in accordance with the Council's Financial Regulations and procedures and have been pre-approved by Full Council within the approved budget.

5.24 To ensure protocols and guidelines from the Council's insurance company are adhered to.

6 Reporting to Council

6.1 The Chair of the Creative Committee must report to Full Council in respect of these activities at meetings in order that progress made, and actions taken may be noted.

6.2 The Chair of the Creative Committee must present any significant changes to the original plan and budget to Full Council for approval.

Adopted: 12th November 2024 full Council Meeting, minute reference 8.4:

To be reviewed: November 2025