

**ALDBOROUGH AND THURGARTON PARISH COUNCIL
VILLAGE FAYRE MANAGEMENT ADVISORY SUB-COMMITTEE**

TERMS OF REFERENCE

INTRODUCTION

Aldborough Village Fayre, an annual mid-summer Charter Fayre granted in Medieval times by King John, an event steeped in history of our community. However, a review of the successful 2022 Fayre's expenditure changes was necessary to ensure the continuation of this event, Public Liability Insurance was an obvious duplication between the Fayre and the Parish Council's use of the Green. This was achieved by including the 2023 and later Fayre's in the Parish Council's Insurance cover for this annual event, which is Self-Financing, comes under the management of the Parish Council.

PURPOSE

This document identifies the membership, terms of reference and responsibilities of the Aldborough Village Fayre Management PC Advisory Committee reporting to the Parish Council for this Community event to ensure an enjoyable day for our parishioners and visitors.

ADVISORY SUB-COMMITTEE MEMBERS & WORKING PARTIES.

The Advisory sub-committee shall be bound by the Policies & Procedures annually adopted by the Parish Council except for Aldborough Village Fayre banking arrangements and Meeting Minute recording. The Advisory sub-committee shall meet at least four times during the Fayre year, open to the public and reporting the progress to the full council. As required.

The Advisory Sub-Committee shall be made up of two Parish Councillors and four volunteers: Chairperson (PC) Treasurer & Secretary may be PC or Member & Two members.

Fayre Working parties formed to produce specific detail with wider community input are not subject to the PC Policies & Procedures thus providing flexibility but are bound by the current management & risk assessment detail for Car parking & Road Closure, Stall layout, Stall listing, Publicity. etc., reporting to the sub-committee as required.

MANAGEMENT & RISK ASSESSMENT PLAN

The current Management & Risk Assessment Plan (2023) will form the guidelines for future Village Fayre's updated as necessary to ensure compliance with the next Fayre's program. Refer to this management plan for the detail of documentation that this sub-committee is required to update or replace.

The advisory Sub-committee shall present a preliminary outline of the proposed fayre layout at the Annual Parish Meeting.

FINANCIAL

With reference to the Local Government Act 1972, section 145 this Annual Fayre is Self-Financing managed by the Advisory Sub-Committee appointed Treasurer with an initial budget of £700, reviewed annually reporting to the committee. Failure to provide this cash float will require consideration of Grant Funding for the event.

GENERAL

These Terms of Reference will be reviewed annually at the Annual Meeting of the Parish Council and updated as appropriate.

Signed:
Chairman of the Management Group