

# Milland Parish Council

## Bonfire Committee Terms of Reference

Version	1
Name of ratifying body	Milland Parish Council
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Electronic location	Milland Parish Website <a href="http://www.milland-wsx-pc.gov.uk/">www.milland-wsx-pc.gov.uk/</a>
<p>In the case of hard copies of this policy the content can only be assured to be accurate on the date of issue marked on the document.</p> <p>For assurance that the most up to date policy is being used, staff should refer to the version held on the Milland website <a href="http://www.milland-wsx-pc.gov.uk/">www.milland-wsx-pc.gov.uk/</a></p>	

## **BONFIRE SUB-COMMITTEE**

### **CONSTITUTION:**

At least one member of the Environment and Amenities Committee; other members to be approved by the Environmental & Amenities Committee

### **TERMS OF REFERENCE:**

To take responsibility on behalf of the Parish Council for the planning and execution of the annual Milland Bonfire & Fireworks Night on the Recreation Ground (which is owned by the PC as Trustee), to include:

- Liaison with appropriate authorities and emergency services, including provision of First Aid cover.
- Confirmation of insurance cover etc with the Parish Clerk.
- Advertising and ticket sales.
- Recruitment and training as necessary of volunteers, including those involved with handling fireworks.
- Planning and co-ordination of the set-up and strike-down of the facilities and equipment on the Recreation Ground, including control of access to the bonfire before and after the event.
- Control of the event on the night.
- Clearance of the site after the event, to include providing the Parish Clerk with appropriate waste transfer notes.

### **DELEGATION TO THE SUB-COMMITTEE:**

- Produce and publish an event plan to include a full risk assessment (a copy of which will be supplied to the Parish Council for approval).
- Control of a dedicated Bonfire Night bank account (details of which are to be provided to the Parish Clerk).
- Selection and purchase of fireworks and other materials.
- Expenditure on advertising, training, safety cover and site set-up and clearance.
- Collection and banking of receipts from ticket and other sales.
- Management of the grant allocation process.
- All subject to the submission of a financial report to the Parish Council, to show profit/loss, proposed grant allocations and a statement of viability for the following year.