West Horsley Parish Council

Events Form - To be completed every year for every Parish Council event:

Villages Unite Event – Tuesday 25 February, 2020 – 7.45pm – 9.30pm in The Barn, Barley Mow, The Street, West Horsley.

No.	Consideration	Response
1	**Finance** Is the financial cost for the event included in the current year's budget? If not, has the approval to incur costs on this event been formally agreed at a PC meeting? *State "not applicable" if no budget is required*	 No Approval to be sought at WHPC meeting November 2019
2	**Insurance** Is this event covered by the Parish Council's insurance policy? *(NB Insurer covers TBP, Lantern Event, Easter events, Litter pick if organised by the Parish Council)*	 Yes (This needs to be confirmed by the Clerk)
	<u>If Yes</u> but there will be significant changes to the event this year (e.g. change of location, change of activity(ies), involvement of significantly more people (e.g. over 200), or no longer run by Parish Councillors) please note the changes on this form. <u>If No</u>, insurance will need to be arranged before the event can go ahead.	This event is the first of its kind. It is hoped that, if successful, another Parish Council will host the next as an annual event.
3	**GDPR** – Is any <u>personal data</u> being collected as a result of the event? <u>If Yes</u>, please explain: - How the data will be stored; - How and when the data will be disposed of - Please confirm that there is an appropriate privacy notice on the data collection sheet, explaining to members of the public how WHPC will use their data - Who from the PC is taking responsibility for the data storage and disposal	Yes Names & the PC the person is from will be used for catering purposes and to make a name badge for use on the evening. All will be shredded after the event. This event does not include members of the public. The names of Parish Councillors and Parish Clerks are already in the public domain. Cllr Best
4	**Risk Assessment**	See attached

	A risk assessment should be completed (or the previous year's risk assessment reviewed and updated if an annual event) and appropriate action taken where necessary before the event. Please confirm that this has been done. If there are any areas of particular concern, please note these on this form.	This is the first of its kind. No areas of particular concern have been identified.
5	**Communications** How is the event being publicised?	A letter of invitation is to be sent via the WHPC Clerk to the Clerks of the Parishes invited. The invitation is to the PCs that neighbour West Horsley i.e. East Horsley, Effingham, East & West Clandon, Ripley and Send.

Form completed by: Cllr Elaine Best

Date: 3rd November, 2019

Please email the completed form to the Clerk & Chairman at least two weeks before the event is due to take place