



# Wellingborough Town Council

## EVENTS COMMITTEE TERMS OF REFERENCE

1. The Events Committee is appointed by and solely responsible to Wellingborough Town Council.
2. The Committees duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's terms.
3. Meetings are to be held as and when required.
4. Membership: The Committee will consist of no fewer than five councillors. Full Council may elect a Chair for the Committee at the Annual Meeting of the Council every May or permit the Committee to elect one of its members. All members of the Committee are expected to represent the interests of the whole Council area. Any elected member can preside, by agreement, in the Chair's absence. A quorum will be a minimum of four elected members. There may be two named Councillors to act as substitutes to ensure that all meetings are quorate. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed within the Public Forum, up to three minutes on an agenda item.. The Committee may act through working parties to organise events.
5. Record of Proceedings: The Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Committee's decisions and will be received at the next full Council meeting and tabled as an appendix. The Clerk will be responsible for arranging the recording and distribution of the minutes.
6. Responsibilities: The Committee has delegated authority from the Council to work with the Responsible Financial Officer and Clerk, as appropriate, to fulfil the following responsibilities, in line with Financial Regulations and any other framework that is required in law or that the Council puts in place:-
  - a. Making individual estimates of event expenditure and income to inform budget recommendations to the Full Council
  - b. Monitoring the Council's approved events budget against actual expenditure throughout the year
  - c. Recommending to full Council any event with a business plan
  - d. Ensuring that appropriate risk management, including due maintenance, of the Council's properties and their leases or hires etc., takes place.

- e. Organising and running any event approved by full council, including obtaining finance and insurance approval.
- f. Liaising with the appropriate officers at North Northamptonshire Council regarding grants, permits, notices and other event requirements.
- g. Promoting and marketing all Town Council events.
- h. Ensuring safe keeping of any income from events.
- i. Ensuring that the Council's Risk Management Strategy is observed at events