



Wellingborough Town Council

EVENTS WORKING GROUP(S) TERMS OF REFERENCE

Authority

Events Working Group(s) primary purpose is supporting the organisation of events under the guidance of the Projects Officer. The Projects Officer has delegated responsibility to organise events within the set budget and event programme.

The working group(s) are appointed by and solely responsible to the Council. Each event will have its own working group to provide ideas and support the organisation of each event. The working group also take an active role in supporting the event on the day. The working group's duties are defined and agreed by the Council who may vote at any time to modify the working group's powers. The working group has no authority to bind the Council to a particular course of action or to make any decisions that incur expenditure.

The working group reports to and makes recommendations to the Finance and Governance Committee for estimates of event expenditure and income to inform budget recommendations to the Full Council.

Meetings

The working group is advisory. It does not need to give notice of its meetings and does not need to meet in public. The working group may meet in-person or online.

Membership

The working group can consist of members of the public, councillors and officers of the Council. The working group consists of no fewer than four people, one of whom should be an officer. The working group does not need to have a quorum to conduct business. At its first meeting the working group will identify one of its members to chair meetings.

Record of Proceedings

A report of each working group meeting will be circulated to the council.