



Colne Town Council Terms of Reference

The Great British Rhythm & Blues Festival Working Group

Great British Rhythm & The Blues Festival Working Group is an internal working group of the Colne Town Council and will operate in accordance with the Council's Standing Orders and Scheme of Delegation.

1. Membership

- a) All serving Members of the Council may request to be appointed to the Committee and will be composed of eight elected Members of the Council.
- b) All members, The Chairman, and The Vice Chairman of the Committee will be appointed at the Annual General Meeting of the Council.
- c) Co-opted members may be appointed based on their special knowledge, subject to not having a financial interest in the festival and serve as full members of the Committee but without voting rights.

2. Purpose of the Working Group

The Great British Rhythm & Blues Festival Working Group will take the lead role in organising the festival that Colne Town Council has decided to hold within the budget set by Full Council and delegated to the Finance, Employment & Services (FES) Committee to manage.

3. Aims and objectives

1. The group will appoint from within itself a Chairman and Vice Chairman and will operate under formal standing order procedures regarding meetings including formal attendance recording, minuting of meetings and quorate minima.
2. The group will operate under delegated authority from Full Council and will have powers to commit Colne Town Council to contracts, arrangements, including expenditure within delegated levels as approved by Full Council, noting that on all occasions of expenditure being committed, a purchase order must be raised by Officers under email authority from the respective member responsible for committing such expenditure.
3. The Group will operate within Policy guidelines as set by Full Council.

4. The Group will be included within all relevant email traffic relating to non–operational issues.
5. The Group will submit a progress report as requested to the FES Committee or Full Council meeting, to include comments as a minimum on:
 - a) Acts booked, detailing cost and contractual terms
 - b) Update on all aspects of income
 - c) Operational delivery progress
 - d) Assessment of budget provision
 - e) Assessment of risk – financial, delivery and reputational
 - f) Areas not delivered on requiring further attention/commitment by Members to complete
6. The group will operate within a net deficit budget of £50,000 with this amount only varied with approval from Full Council and any individual payment limited to £25,000, without prior approval of Full Council, or if in urgent need collectively by the Chairman, Vice Chairman and Town Clerk.
7. The Group will determine how this net deficit budget is allocated in terms of individual budget headings and will provide each month to Full Council a detailed breakdown of each budget line and progress in achieving the desired outcome for each heading.
8. Individual budget virements within the Blues Budget Heading may be made with the approval of the Chairman of FES Committee in conjunction with the Town Clerk, provided that the net budget does not exceed the net budget amount approved by Full Council.
9. The Group will develop as a matter of urgency a project plan which will be reviewed on each occasion the group meets or when the Chairman/Vice Chairman meets with the Town Clerk to review progress.
10. The Chairman/Vice Chairman of the group should initially meet monthly with the Town Clerk to monitor progress against the project plan if required.
11. All contracts to be entered into must be signed by the Town Clerk on behalf of Colne Town Council. In the event of absence of the Town Clerk, the role for authorizing contracts and payments would fall to the Responsible Financial Officer.