



Colne Town Council Terms of Reference

Events Committee

The Events Committee is a Standing Committee of Colne Town Council and will operate in accordance with the Council's Standing Orders and Scheme of Delegation.

1. Membership

The Events Committee will be composed of up to eleven elected Members of the Council.

- a) All Members, the Chairman, and the Vice Chairman of the Committee will be appointed at the Annual General Meeting of the Council.
- b) Co-opted members may be appointed based on their special knowledge and serve as full members of the Committee but without voting rights.
- c) If deemed beneficial, Non-Councillors may be invited to join the Committee from time-to-time to support on specific projects. These persons do not have a right to vote or to move or second a motion.

2. Purpose of the Committee

The Events Committee will take the lead role in organising any events that Colne Town Council may decide to hold.

3. Aims and objectives

The role of the Committee is to oversee the general management, maintenance, and administration of Council Events.

The Committee shall appoint Working Groups as and when it is felt necessary and shall set out Terms of Reference for those bodies.

The Committee will meet quarterly at dates and times as determined. An extra-ordinary meeting may be called where circumstances warrant.

No business may be transacted at a meeting unless at least one-third of the voting number of members of the Committee are present and in no case should the quorum of a meeting be less than three.

The Committee will comply with and have due regards to Council policies and guidance, which include (but are not limited to): CTC Standing Orders, Financial Regulations, CTC Media Policy and the Council's Code of Conduct.

The Committee has authority to proceed with all items within its budget but must refer to the Full Council when non-budgeted expenditure is anticipated.

The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its remit where action or improvement is needed.

Where necessary, the Chairman of the Committee will provide a report to Full Council on any substantive matters of importance and any material issues or concerns.

Any urgent matters requiring expenditure, will be dealt with according to the Council's Financial Regulations.

4. Areas of responsibility

To agree and arrange a program of events for the benefit of the residents of Colne, including but not limited to, The Colne Grand Prix, Easter in Colne, and Christmas in Colne.

To assess and budget for events for which it is responsible and obtain sponsorship, donations, and other sources of funding where possible.

To make recommendations to the Council of any events requiring 'Large Event Status'.

To ensure necessary risk assessments are completed and any required permissions, event licenses or other agreements are obtained prior to any event.

To agree publicity for each event, including promotional material and any press releases prior to or post the event.

To agree the rules and procedures for any competition run as part of an event or promotion.

To encourage and appoint volunteers when required to assist in any planned event.

To prepare an annual budget for recommendation to the Finance, Employment & Services Committee.