



Colne Town Council Terms of Reference

The Great British Rhythm & Blues Festival Advisory Committee

The Great British Rhythm & Blues Festival Advisory Committee is an Advisory Committee of Colne Town Council and will operate in accordance with the Council's Standing Orders, Financial Regulations 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 a maximum of eight voting 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 or an appropriate Full Council meeting.
- c) A maximum of two Co-opted members may be appointed based on their special knowledge, subject to not having a financial interest in the festival and serving as full members of the Committee but without voting rights.
- d) One co-opted Member may represent the businesses within the area.

2. Purpose of the Advisory Committee

The Great British Rhythm & Blues Festival Advisory Committee will oversee the organisation of 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

- a) The Committee will operate under formal standing order procedures regarding meetings including formal attendance recording, minuting of meetings and quorate minima (Three Councillors).
- b) The Committee 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 of the Officers, as approved by Full Council. Noting that on all occasions of expenditure being committed, a purchase order must be raised by Officers and reported regularly to the Finance, Employment & Services Committee.
- c) The Committee will operate within Policy guidelines as set by Full Council.

- d) The Committee will be included within all relevant email traffic relating to non-operational issues.
- e) The Committee will submit a progress report as requested to the FES Committee or Full Council meeting, to include comments as a minimum on:
- Acts booked, detailing cost and contractual terms
 - Update on all aspects of income
 - Operational delivery progress
 - Assessment of budget provision
 - Assessment of risk – financial, delivery and reputational
 - Areas not delivered on requiring further attention/commitment by Members to complete
- f) The Committee will operate within a net deficit budget of £80,000 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.
- g) The Committee will develop a project plan which will be reviewed on each occasion the Committee meets or when the Chairman/Vice Chairman meets with the Town Clerk to review progress.
- h) The Chairman/Vice Chairman of the Committee should initially meet monthly with the Town Clerk to monitor progress against the project plan if required.
- i) All contracts to be entered into must be signed by the Town Clerk on behalf of Colne Town Council.