



## **Event Sub-Committee**

### **Terms of Reference**

#### **Membership**

The Event Sub-Committee will consist of at least three members of the Community and Environment Committee.

- At its first meeting, it will elect a Chair to preside at its future meetings and will also elect a Vice-Chair if it wishes – both to be re-elected each year at the first meeting of the Event Sub-Committee following the Annual Town Council Meeting.
- Horsforth Town Councillors who are not members of the Community and Environment Committee may be appointed to the Sub-Committee and serve as full members of the Sub-Committee and shall have full voting rights.
- Non-councillors may be co-opted to the Sub-Committee on the basis of their special knowledge and serve as full members of the Sub-Committee but without voting rights.
- The quorum of the Sub-Committee shall be three members with voting rights.
- Chair and Vice-Chair of Council will have automatic membership and full voting rights.

#### **Sub-Committee Powers and Responsibilities**

The Committee has the following powers and responsibilities:

- To oversee and manage the following Council events:
  - Annual Town Meeting
  - Christmas Lights and Switch-On
  - Annual Event
- To oversee and manage the Council's participation at the following events organised by external organisations or individuals:
  - Civic Service
  - Horsforth Gala
  - Remembrance Service
- To oversee and produce additional Council events or participation in external events as approved by Council or by Community and Environment Committee
- To incur expenditure within agreed budgets on events and participation at external events
- To apply for grants and funding and to seek sponsorship for events
- To report progress on events to Community and Environment Committee
- To report income and expenditure on events to Community and Environment Committee

- To appoint volunteers when required to assist in any planned events
- Event administration. The Sub-Committee will produce the following for each Council event:
  - Timetable - key tasks and dates
  - Risk assessment
  - Key contacts
  - Budget tracking

#### **Delegated powers to the Clerk**

- Expenditure on event items may be authorised by the Clerk in consultation with the Chair of the Sub-Committee for any items below £1000.  
Such authorisation to be evidenced by an authorisation slip duly signed by the Clerk and by the Chair of the Sub-Committee.

#### **Meetings**

- Meetings of the Sub-Committee will be called by the Clerk in consultation with the Chair
- A minute taker will be nominated to take notes at each meeting
- Meeting notes will be circulated to all members of the Sub-Committee and will be reported to the Community and Environment Committee
- Reasonable notice of meetings shall be given.
- Officers of the Council shall be invited to attend meetings.

Adopted at the Community and Environment Committee meeting of 7 March 2019