



Event Workings Groups Terms of Reference

Horsforth Town Council disbanded the Events Sub-Committee in June 2022 and the Remembrance Service Working Group in 2025. Event planning responsibilities are now carried out by two working groups: one for the Christmas Event and one for the Annual Event, which includes the Remembrance Service.

The two Working Groups are an internal working group of the Horsforth Town Council and will operate in accordance with the Town Council's Standing Orders, Financial Regulations and the following Terms of Reference.

1. Membership

- a. There is no maximum number of members for each working group and the membership of the groups will be determined by a resolution of full Council or the Community and Environment Committee.
- b. At least three members will be appointed from the members of the Community and Environment Committee.
- c. At the first meeting, of the Community and Environment Committee following the Annual Meeting of the Town Council a Lead of each event working group will be elected to preside at future meetings and the Committee will also elect a Deputy Lead if it wishes – both to be re-elected each year at the first meeting of the Community and Environment Committee following the Annual Meeting of the Town Council.
- d. Horsforth Town Councillors who are not members of the Community and Environment Committee may be appointed to the working groups and serve as full members and shall have full voting rights.
- e. Non-councillors may be co-opted to the working groups on the basis of their special knowledge and serve as full members but without voting rights. Such appointments are subject to approval of the Community and Environment Committee.
- f. The quorum of the working groups shall be three members with voting rights.

2. Powers and Responsibilities

The working groups have the following powers and responsibilities:

- a. To oversee and manage the following Council events:
 - Christmas Switch-On
 - Annual Event
 - Event for Remembrance Sunday
- b. To oversee and manage the Council's participation at external events, including the following:
 - Horsforth Gala
- c. To oversee and produce additional Council events or participation in external events as approved by Council or by Community and Environment Committee
- d. To make recommendations to Community and Environment Community on the setting of budgets for events
- e. To decide expenditure within the event budgets approved by Community and Environment Committee on events and participation at external events.

- f. All financial transactions will be conducted through the Clerk/Proper Officer, to ensure that the Town Council Financial Regulations are observed.
- g. To apply for grants and funding for events and to seek sponsorship for events
- h. To report progress on events to Community and Environment Committee/ Full Council
- i. To report income and expenditure on events to Community and Environment Committee/Full Council
- j. To appoint volunteers when required to assist in any planned events
- k. Event administration. The working groups will be responsible for the following:
 - a. Timetable - key tasks and dates
 - b. Risk assessments
 - c. Key contacts
 - d. Budget tracking

Copies of the above documents must be provided to the Office which will maintain a central record.

3. Delegated powers to the Clerk/Proper Officer

- a. Expenditure on event items included in approved event budgets may be authorised as follows:
 - I. by the Clerk/Proper Officer for any items below £250 provided that the Clerk/Proper Officer is satisfied that the expenditure is necessary and appropriate and within the remit, power and budget of the working group
 - II. by the Clerk/Proper Officer in consultation with the Lead of the group for any items between £250 and £1000
- b. Such authorisation to be evidenced by an authorisation slip

4. Administration and Meetings

The administration and meeting procedures will be as per the Working Group Protocol agreed on 29th July 2021. The protocol is as follows:

1. Lead to call all meetings and will send an email to all members of the group advising of the date.
2. Lead to liaise with officers for the date of the meeting who will check availability of room or zoom. The office to book the room or create the zoom meeting.
3. Lead to prepare the agenda using the template agenda provided by the office and to email agenda and background papers to all members of the group, cc: officers into the email that is sent.
4. Members to email apologies and any reasons for absence to the lead and to cc the office. Office to record apologies and reasons received. Late apologies (on the day of the meeting) should still be emailed as above but it is also recommended for members to text the lead to ensure apologies are received in time.
5. Lead to ensure that any co-opted members or invited guests are invited to the meetings.
6. Lead to chair and officiate the meeting.
7. Lead to ensure a minute taker is appointed in all meetings; the minute taker to take minutes using template created by the office.
8. Lead to ensure attendance list of members attending is correct.
9. The minute taker will type up the minutes and send to the lead and to officers within 7 working days of the meeting.
10. Lead to check accuracy of minutes and to liaise with the minute taker and the office on any changes. Lead to ensure the office has a copy of the final draft minutes and the minutes when they are approved.
11. Office to include copies of the group minutes (final draft or approved) in the agendas for meetings of the appropriate parent committee or full council.

12. Office will maintain copies of the agendas and approved minutes that it receives from the lead.
 13. Lead to communicate regularly with officers on ongoing work.
 14. Lead to agree with the office on any actions which need carrying out by the office and actions that group members will carry out.
 15. Lead to check emails regularly for matters relating to group business and to acknowledge within 2 working days any emails with queries or that require action – this acknowledgement is in addition to any automatic acknowledgement that may be generated by an email system.
 16. Lead to feedback any recommendations to parent committee or full council.
-

Adopted: 29th September 2022

Reviewed: 29th May 2025

Next review date: May 2026