Frodsham Town Council

Events Committee

Terms of Reference 2017-18

1 **Objectives**

1.1 To promote the social & cultural life of Frodsham by organising & supporting community events

1.2 To consider and agree where appropriate, requests from community groups and others for use of the Council's assets such as the Community Centre fields. Such decisions to be implemented by the Committee through its executive powers.

2 **Composition**

2.1 *Membership*: The Committee will consist of:

a. Up to seven Councillors appointed by the council at the Annual General Meeting each May;
b. Up to six Non-voting members of the public appointed by FTC; and
c. The Chair and the Vice-Chair as ex-officio members (they will have no voting powers unless formally appointed to the Committee by Council).

2.2 *Chairmanship*: The Committee will elect the Chair & Vice-Chair from its Councillor members at its first meeting after the Council's AGM.

3 **Meetings**

3.1 *Schedule of Meetings*: The Committee will produce a Schedule of Meetings at its first meeting after the AGM.
3.2 *Voting*: The Volunteer & Ex-officio members may not vote on resolutions.
3.3 *The Quorum* for a meeting will be a minimum of three Councillor Members.
3.4 *The Councillors' Code of Conduct* will apply to all members of the Committee.
3.5 *The conduct of meetings* (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.

4 **Rights & Powers**

4.1 The Committee may spend monies subject to the following limitations:

- Extent of the Committee's budget,
- Amount of expenditure on any single transaction as per Spending Limits List (attached) subject to call-in procedure
- Timely publication of minutes of the Committee's meeting to enable FTC to 'call-in' as per methodology approved by FTC.

4.2 The Committee may make recommendations to the Council for consideration and approval.

4.3 The Committee may:

a. Appoint Working Group(s) for specified purpose(s) with the approval of the Council; and
b. Convene Special Meetings in accordance with the Council's Standing Orders.

5 **Responsibilities**

5.1 The Committee is responsible for the production of written estimates of proposed expenditure by the Committee for the next financial year for submission to FTC for approval no later than the Council's meeting in November of the current year

5.2 The Committee's remit extends to:

a. Developing and managing events;
b. Working in partnership with others to develop and manage events;
c. Providing sponsorship for events developed and managed by other organisations;
d. Encouraging, supporting and promoting community events.

Events – Delegated Spending Limits (Revenue)				
Budget Heading		**Budget 2017-18**	**Transaction Limit as % of Total**	**Comments**
a.	Promoting Frodsham	1,500	25%	
b.	Town Meetings	100	100%	
c.	Festival of Walks	1,000	100%	
d.	Remembrance Service	100	100%	
e.	Christmas Festival	8,000	100%	
f.	NY Eve	3,000	100%	
g.	Sponsorship Fund	750	25%	
	Total	**£14,450**		