

Events Working Party - Terms of Reference

1. Delegation

- 1.1 Highworth Town Council will consider renewing these Terms of Reference at its Annual Council Meeting each year
- 1.2 Highworth Town Council has agreed to create an Events Working Party at the Annual Council Meeting held on Tuesday 16 May 2023 minute reference 7

2. Membership

- 2.1 The Events Working Party shall consist of a minimum of 5 and a maximum of 8 Councillors who shall be elected each year at the Annual Council Meeting. Members of the Public may be co-opted into the group but have no voting rights
- 2.2 The quorum of the Events Working Party will be 2/3rds of the Working Party Councillors

3. Procedures

- 3.1 The Events Working Party will operate within Highworth Town Councils Standing Orders, Financial Regulations and Local Government Law
- 3.2 The Councillors of the Working Party shall elect or re-elect a Chairman and Deputy Chairman for this Working Party for the forthcoming year from amongst its appointed Membership
- 3.3 The Events Working Party will agree the Minutes of its Meeting at the next appropriate meeting. Minutes will be noted at Full Council, circulated to all Councillors
- 3.4 The Clerk or an appointed Officer will provide administrative support for the Events Working Party

4. Meetings

- 4.1 The next scheduled meeting date shall be agreed at the end of each Events Working Party Meeting.
- 4.2 The Events Working Party Meetings will be held in the Council Offices.

5. Aim

This working group has been created to assist the Town Clerk with delivering the following events:

- May Day
- Fireworks

- Christmas Light Switch On
- Any additional events approved by Full Council

6. Functions

- 6.1 Work in partnership with residents and community organisations to determine type of celebrations, format, date, time, and location.
- 6.2 Prepare an Event Plan for the Events & Community Committee's approval.
- 6.3 Prepare a budget, seek external funding.
- 6.4 Seek relevant licenses, insurance, and agreements.
- 6.5 Prepare event branding and implement agreed comms plan.
- 6.6 Secure sufficient voluntary and community organisation support to run the event in a co-ordinated and safe manner.
- 6.7 In delivering these objectives, the Working Group shall have authority to:
 - a. Liaise with third party organisations.
 - b. Request and review data from contractors, businesses, and principal authorities.
 - c. Through the Clerk, seek professional advice such as advice licensing, H&S and financial matters.
 - d. Promote the event to the community once event funding is secured.
 - e. Make applications for grant funding and receive donations, on behalf of HTC.

Full Council retains overall responsibility:

- a. The Working Party does not have authority to agree or sign any contracts or deeds.
- b. The Working Party does not have delegated financial authority; however, the Clerk or Assistant Clerk may liaise with Working Group members on financial matters which fall under the Clerk's delegated authority.
- c. Conflicts of Interest - Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.