

MAYORAL, CIVIC, CEREMONIAL & EVENTS COMMITTEE

Terms of Reference v2

1 Sustainability

- 1.1 All committee decisions should consider the environmental impact of any recommended decision made by the Council

2 Delegated Powers

- 2.1 To approve the nomination of members of the Council when appropriate, to outside bodies where there is insufficient time or opportunity to refer to Council;
- 2.2 To keep under review and monitor the level of feedback in relation to the Council's civic, ceremonial and events activity.

3 Delegated Powers within budget

When necessary, to receive, keep under review, work-up and deliver, or advise Council on:

- 3.1 All matters relating to civic events and functions;
- 3.2 All matters relating to civic insignia and ceremonial;
- 3.3 The planning, management and operation of the Shakespeare Birthday Celebrations;
- 3.4 The planning, management and operation of Heritage Open Days;
- 3.5 The planning, management and operation of Armed Forces Day;
- 3.6 The planning, management and operation of the Remembrance Sunday parade and services;
- 3.7 The planning, management and operation of the Christmas Lights Switch-On;
- 3.8 The planning, management and operation of the civic and ceremonial aspects of the Victorian Christmas Festival;

- 3.9 The planning, management and operation of any unforeseen event or festival solely or partly organised by the Town Council.

4 Advisory Powers

Keep under review, respond and advise Council as necessary:

- 4.1. Undertake a specific budget review for every event by September each year in order to assist and guide the Finance & Scrutiny Committee with its overall annual budget deliberations;
- 4.2 Undertake a specific Risk Assessment Management Review of each event or festival to be submitted to Council for approval and adoption before the event takes place;
- 4.3 The review of its terms of reference at least annually.

5 Powers Delegated to the Town Clerk after consultation with the Chairman or, in the Chairman's absence, the Vice Chairman of the Mayoral, Civic Ceremonial and Events Committee

- 5.1 In association with the Chairman of the Committee, the approval of expenditure between £3,501 and £5,000 relating to any matter within the Committee's responsibilities, providing it does not exceed the budget set down for each event;
- 5.2 In the event that the budget is likely to be exceeded, the matter must be returned to the Finance & Scrutiny Committee for consideration in order for them to bring a recommendation to Council for a virement of funds.

6 Powers Delegated to the Town Clerk, Deputy Town Clerk and Officers

- 6.1 The approval by the Town Clerk of expenditure of £3,500 or less relating to any matter within the Committee's delegated responsibilities;
- 6.2 After a probationary period of at least six months, and subject to a further extension at the discretion of the Town Clerk, the approval by the Finance & Facilities Officer of

expenditure of £500.00 or less relating to any matter within the Committee's responsibilities

- 6.3 In the event that the budget is likely to be exceeded, the matter must be returned to the Finance & Scrutiny Committee for consideration in order to bring a recommendation to Council for a virement of funds.

7 Membership

- 7.1 Membership of the Committee shall comprise no more than nine members plus the discretionary, ex-officio attendance of the Mayor;
- 7.2 Membership shall be determined at the Town Council Meeting preceding Mayor Making except in an election year;
- 7.3 The Committee may co-opt non-voting members with relevant skill, experience and knowledge consistent with these Terms of Reference.

8 Quorum

- 8.1 The Committee shall be quorate when one third of voting members are present;
- 8.2 If less than one third of voting members are present, the meeting shall stand adjourned unless, at the discretion of the Chairman, it be considered that the meeting should continue for information purposes only. No business will be transacted or vote taken.

9 Committee Chairman

- 9.1 The Committee will elect a Chairman and Deputy Chairman from their number in accordance with the procedure as specified in Council's Standing Orders;
- 9.2 If the Chairman is not present, the Deputy Chairman will take the meeting. If neither is present, members will elect a Chairman for the meeting from amongst their number, unless the Mayor is present when he/she would take the Chair.

10 Clerking Arrangements

10.1 The Town Clerk will ensure that appropriate clerking arrangements are in hand for the Committee;

10.2 The Group shall keep notes of its transactions either electronically or in hard copy.

11 Frequency and Timing of Meetings

11.1 The Committee shall meet not less than six times a year. Meetings shall normally be held at 6:30pm on a Tuesday in the Town Hall.

12 Standing Orders

12.1 The Standing Orders of Council will generally apply but at the discretion of the Chairman, greater latitude will be permitted in order to allow members to fully discuss issues in a less formal or prescriptive manner.

Town Clerk

1.1 Approved and Adopted TC 28.4.20