



## **Events Committee – Terms of Reference**

- The Committee will comprise up to seven Members.
- The quorum of the Committee shall be three Members.
- The Committee shall undertake the following roles and functions: -

### **Events**

1. To confirm Town Council led events
2. To confirm format and dates for all agreed events and provide an annual diarised scheme of said events
3. To approve expenditure from the relevant events budget
4. To provide budget estimates to Town Council for the following financial year
5. To consider the staff implications and resources available
6. To seek volunteers to assist at planned events
7. To provide best value including gaining sponsorship for events
8. Review feedback from events
9. To liaise with other organisations staging Town events.

### **Christmas Lighting Provision**

1. To review Christmas lighting provision
2. To consider tenders and quotations relating to Christmas lighting, repairs, contractual matters etc and the awarding of contracts
3. To ensure tender documentation is updated and relevant, meeting current legislation
4. To seek best value in the provision of Christmas schemes, storage, erection of lighting etc.

(Approved at Town Council meeting dated 19<sup>th</sup> May 2022, minute 0014/2223)