



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 agree and manage all Town Council led events, if in the budget.
2. To confirm format and dates for all events and provide an annual diarised scheme of said events
3. To approve expenditure from the relevant budgets.
4. To provide budget estimates to Town Council for the following financial year
5. To provide best value including gaining sponsorship for events
6. Review feedback from Town Council and other major events.
7. To liaise with other organisations staging Town events to include road closures.
8. To approve hire and agree appropriate fees for ad-hoc events on Town Council land.

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

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