



Kimberley Town Council

Terms of Reference Events Committee

Adopted by Full Council on 26th January 2023 TC/23/402

1. Membership

Members will be appointed by the Town Council and membership will be reviewed annually. In the event of external (non-council members) assistance or participation in an event is required or desired, they shall be invited to attend to offer advice/answer questions but WILL have NO decision-making authority. The Events Committee MUST have a minimum of three Council members.

2. Chair and Vice Chair

The Chairman & Vice Chairman of the Events Committee shall be appointed by the group, the Chair will be the group's main point of contact for Council Staff, Council members and if necessary, members of the public. In the Chairman's absence the Vice Chair shall be the main point of contact.

3. Powers

The Committee have the delegated powers to organise and run the events from the APPROVED annual Events Plan, this includes ordering and procurement of advertisement material i.e., banners/posters/leaflets the ordering and procurement of decorations i.e. street decorations, decorations for the Town Hall the closure of roads/car parks and the associated costs of such activity, the ordering and or procurement of consumables, party bags, gifts, the approval to host food vendors, craft vendors, stall holders, children's activities, games, funfair rides at events as required and to charge a sum appropriate. To set the cost of any required entry fee for an event. To decide upon the date and location of the events, the design and locations of advertisement material and to submit to the Clerk any social media communications for publishing.

The Committee MUST provide a report to Full Council informing them of progress, updates, expenditure and running total of their budget.

4. Responsibilities and Areas of Operation

The Events Committee will oversee the running and organisation of any Council run event, ensuring it runs legally, reflects well on the Council as a whole and is within the pre-set budget for Events. They shall abide by the delegated powers at all times and MUST offer a

brief report to FULL COUNCIL at every meeting. They shall submit an annual plan of planned events, including full costings to Full Council. Any new or additional expenditure to be requested from Full Council. They must keep an up-to-date budget available for scrutiny from any member of the Council should they wish it.

NOTE: A Town Council event is an event which the Council has expressly agreed at a meeting, and the decision minuted, to organise and take full responsibility for, having first taken note of the activities involved.