

# LUDGERSHALL TOWN COUNCIL



## TERMS OF REFERENCE CIVIC EVENTS COMMITTEE

The Civic Events Committee shall be administered and managed in accordance with these Terms of Reference and to be read in conjunction with Ludgershall Town Council Standing Orders and reviewed annually.

The Council shall appoint a Civic Events Committee to consider matters only relating to the responsibilities listed below that are provided by the Town Council.

Council membership of the Civic Events Committee shall be ratified at the Annual Council Meeting in May of each year and shall consist of a minimum of 8 Town Councillors including the Chairman and Vice-Chairman of full Town Council and shall have a quorum of not less than 3 Council members. This committee may consist of persons who are not elected councillors such as representatives' from the local community, local organisations and local businesses. Non-councillors cannot vote on financial implications.

The Committee shall meet on the second Tuesday of the month (the month of August optional) as required at 7-00pm. The Chairman shall in the case of an equality of votes have a second casting vote. The Committee Chairman or the Chairman of full Council shall have discretion to refer a matter to the full Council.

In relation to this Committee's representation at the Finance and Policy Committee, another Councillor need to be chosen (other than the Chair or Vice-Chair) if needed.

The committee is to submit a draft Precept to the Council for consideration and resolve in good time for compliance with timescale requirements as set by Wiltshire Council.

The Civic Events Committee is responsible for: -

1. Promoting the Town at any planned event executed by the Town Council.
2. Ensuring smooth running of any event in accordance with any health and safety Legislation and to ensure there is adequate insurance cover.
3. Ensuring that any License required for the event is applied for by the Clerk prior to the event.
4. Proper Financial Control, set by the Council in its Standing Orders/Financial Regulations, all purchases must be within budgetary constraints.
5. Any money collected at any event has an audit trail, handed to the RFO & signed for at the end of the event for safe keeping prior to banking.
6. A close down meeting to complete an income and expenditure account after the event

All correspondence shall be conducted through the Town Clerk. Minutes of all meetings shall be kept by the Clerk and forwarded to all Members of the Town Council.