

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 & Code of Conduct 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 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 bimonthly on the third Wednesday of the month at 7pm at the Council Offices (if a meeting is not necessary then this can be cancelled with 2 weeks' notice to all) the first one will be in May (see calendar of meetings on website); at this meeting the committee will elect its Chair and Vice Chair. The Chair shall in the case of an equality of votes have a second, casting vote.

The Committee Chairman shall have discretion to refer a matter to the Full Council.

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

The Civic Events Committee is responsible for: -

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

All correspondence shall be conducted through the Engagement Officer. Minutes of all meetings shall be kept by the Engagement Officer and forwarded to all Members of the Town Council & known other committee members, as draft asap and put on the website.

Adopted May FTC 2026