

**Frodsham Town Council
Events Committee**

Terms of Reference 2020-2021

1 Objectives:

- 1.1 To promote the social & cultural life of Frodsham by organising and supporting community events.
- 1.2 To consider and agree where appropriate, requests from community groups and others for use of the Council's assets.

2 Composition

- 2.1 *Membership:* Committee will consist of up to 8 Councillors appointed at the Annual Meeting together with the Chair of FTC as ex-officio member (with no voting powers unless formally appointed to the Committee by Council).
- 2.2 *Chairmanship:* The Committee will elect a Chair from its Councillor members at its first meeting each year following the Annual Meeting.
- 2.3 *Meetings:* The Committee will produce a schedule of meetings at the first meeting after the Annual Meeting. The Committee may call extra ordinary meetings as necessary.
- 2.4 *Voting:* Only Councillors who are members of the Committee will have a vote.
- 2.5 *The Quorum* for a meeting will be a minimum of 3 Councillors.

3 Responsibilities

- 3.1 To monitor and manage the approved budget.
- 3.2 To produce written estimates of proposed expenditure for the next financial year for submission to FTC for approval no later than the Council's meeting in November of the current year.
- 3.3 The Committee's remit extends to: developing and managing events; working in partnership with others to develop and manage events; provide sponsorship for events developed and managed by other organisations; encouraging, supporting and promoting community events.