

**Frodsham Town Council
Events Committee**

Terms of Reference 2021-2021

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 such as the Community Centre fields. Decisions to be implemented by the Committee.

2 Composition

- 2.1 *Membership:* Committee will consist of 8 Councillors appointed at the Annual Meeting.
- 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.
- 2.6 *The Councillors Code of Conduct* will apply to all members of the Committee.
- 2.7 *The conduct of meetings* (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.

3 Rights & Powers

- 3.1 The Committee may spend monies subject to the following limitations:
 - Extent of the Committee's budget
 - Amount of expenditure on any single transaction as per spending limits.
- 3.2 The Committee may make recommendations to the Council for consideration and approval.
- 3.3 The Committee may appoint working groups for a specified purpose with the approval of Council.

4 Responsibilities

- 4.1 To monitor and manage the approved budget.

APPROVED BUDGET 2021-2022

Budget code	Event	Budget
4700	Town Meetings	£200
4710	Festival of Walks	£1,500
4720	Remembrance Sunday	£350
4722	Halloween	£1,000
4730	Christmas Festival	£10,000
4740	New Year Eve	£5,000
4757	Post Covid Event	£6,500
	Total Budget	£24,550

- 4.2 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.
- 4.3 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.