

## 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 8 Councillors appointed at the Annual Town Council Meeting.
- 2.2 Chairmanship: The Committee will elect a chair from its members at its first meeting each year following the Annual Town Council 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. Such groups will be task and finish groups and will operate under terms of reference agreed by the committee.

## 4 Responsibilities

- 4.1 To monitor and manage the approved budget (Appendix A).

- 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.
- 4.4 Specific responsibilities include:
- Frodsham Festival of Walks (budget only)
  - Frodsham Christmas Festival (budget only)
  - Town Meetings
  - Remembrance Day
  - Halloween
  - Royal events

**APPENDIX A**  
**EVENTS COMMITTEE BUDGET 2023-2024**

<b>140</b>	<b>Events Committee</b>	
	<b>Expenditure</b>	
4320	Maintenance	£ -
4700	Town meetings	£ 200.00
4710	Festival of Walks	£ 2,000.00
4720	Remembrance Day	£ 500.00
4722	Halloween	£ 1,500.00
4730	Christmas Festival	£ 10,000.00
4040	Christmas lights (KDE)	£ 2,000.00
4759	Platinum Jubilee	£ -
4823	Room hire (Halloween Community Centre)	£ 92.00
4760	Coronation 2023	£ 5,000.00
	<b>Events Committee total budget</b>	<b>£ 21,292.00</b>

**APPENDIX B**  
**COMMITTEE MEMBERS 2023 - 2024**