



IRTHLINGBOROUGH TOWN COUNCIL

TERMS OF REFERENCE – EVENTS COMMITTEE

Terms of Reference

- 1.0** Membership shall comprise six members of the Council. The Town Mayor will be ex-officio
- 2.0** Three members shall constitute a quorum.
- 3.0** Non-council members living in Irthlingborough up to a maximum of four may be co-opted onto the Committee but will not be eligible to vote
- 4.0** To elect a Chairman and Vice Chairman for each Civic year
- 5.0** The Committee have delegated authority to spend up to £1,500 per financial year to support events in the Community Centre and Town. Any requests above this amount need to be submitted to Full Council.

DELEGATED POWERS

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED", and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes.

In any case where a Committee (or Sub) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

1.0 To the Committee

- 1.1** To organise events as delegated by the Full Council
- 1.2** Management of Health and Safety for Town Events
- 1.3** To generate events and income for the Community Centre

2.0 To the Chairman and Vice Chairman

- 2.1** Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman and the Vice Chairman of the Committee in conjunction with the Town Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee.

Responsible Officer	Town Clerk	Date effective from	July 2017	Review date	May 2021
Author	Town Clerk	Date last amended	May 2020		