



## Events Working Group

### Terms of Reference

#### Function

Identify new events, review and plan existing events and civic functions to ensure they operate smoothly and align with Council values.

#### Meeting arrangements

Table 1 Events Working Group meeting arrangements

Schedule	As set by the Working Group
Venue	Bollington Town Hall
Membership	4 Councillors <ul style="list-style-type: none"><li>Members of the Council who do not normally sit on the Committee may attend, debate but not vote on any item (unless officially substituting for an absent committee member). Unless substituting, attendance by non-committee members will not be counted towards the quorum.</li><li>Members of the community with relevant skills and knowledge to collaborate with Councillors to achieve the goals of the Working Group</li></ul>
Quorum	3
Chair	To be elected at the first meeting following the Annual Town Council meeting
Agendas	Developed by the Town Manager
Minutes	Produced by the Town Manager and presented to the next Community and Environment Committee. Names of attending members (Councillors and non-Councillors) will be minuted. Non-Councillor members who wish for their name not to be published should speak with the Chair.
Reporting	To Community and Environment Committee
Terms of Reference	Reviewed annually at the first Community and Environment Committee following the Annual Town Council Meeting

Expenditure	None
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### **Purpose**

- To oversee the organisation and delivery of events approved by Full Council.
- To oversee the organisation and delivery of Civic events.
- To oversee the promotion of Council events.
- To make recommendations for future Council events.
- To ensure Council events do not clash with other community group events.
- To ensure when making decisions that the climate and environmental impact is thoroughly considered and recorded.
- To recommend recipients from the annual Civic and Mayor's Awards nominations

Approved at the Community and Environment Committee meeting 13/06/23