

Events & Communication Committee

TERMS OF REFERENCE

Mandate

The mandate of the Committee is to explore, propose, organise, support, review and promote community events, as well as communicate public information from the Council.

To enable this, it has been granted delegated authority by the Council to consult with appropriate groups or individuals, prepare reports and proposals for the Council, and communicate public information from the Council via appropriate media, subject to its not contravening the Council's wider policies.

It is required to make recommendations to the Council, in which case the Proper Officer should place them on the agenda for resolution at its next scheduled meeting; and it must do so in the event that any proposed expenditure might exceed any limits set by the Council.

Its Chairman should provide a report, not less than annually, to a meeting of the Council.

In carrying out its mandate, the Committee is particularly responsible for:

- Exploring and proposing possible community events;
- Organising, coordinating and/or supporting community events (after being approved by the Council);
- Reviewing existing events;
- Promoting events via appropriate media, in coordination with the Town Clerk;
- Communicating public information from the Council via appropriate media, in coordination with the Town Clerk;
- Such other matters as may be delegated to it by the Council.

Membership

The Committee should comprise of at least five members appointed by the Council annually. Casual vacancies arising should be filled for the remainder of the cycle then current.

Meetings & Procedure

The Committee should meet as often as it deems necessary for the efficient and timely execution of its business, but not less than quarterly.

Unless otherwise directed by the Council, the Committee's Chairman and Vice-Chairman should be elected by its members at the first Committee meeting of each election cycle.

The quorum for a meeting of the Committee is three.

Committee decisions should be made by a majority of those present and voting. In the event of a tie, the Committee Chairman on the day may give a casting vote.

In the interests of transparency, all Committee meetings should be open to the press and public except to the extent that confidential or sensitive business dictates otherwise. All confidential or sensitive business must be considered 'below the line' in accordance with the legal provisions then in place for the exclusion of the press and public.

The Committee, if at its sole discretion it deems it expedient, may invite outside specialists to attend and participate in (or to observe) all or part of any meeting on a non-voting basis.

The agenda for any meeting should be prepared by the Town Clerk in consultation with the Committee Chairman (or in his/her absence, with its Vice-Chairman). Minutes of all Committee meetings should be taken, recorded in a transparent manner and permanently stored; and presented to the next meeting for approval. The agendas and minutes of all Committee meetings should be posted in a timely manner on the Council's website; but sensitive or confidential matters should first be summarised or redacted as appropriate.

Committee meetings may take place online to the extent that the law permits or requires it.