



LEDBURY TOWN COUNCIL

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1 October 2021

TO: Councillors Manns, Morris & Knight

Dear Councillor

You are summoned to attend The Events Committee to be held on **Wednesday, 6 October 2021 at 10:00am, at the Market House, Ledbury.**

Yours faithfully

Angela Price PSLCC, AICCM
Town Clerk

A G E N D A

1. Election of Chair
2. Apologies
3. Declarations of Interests

To receive any declarations of interest and written requests for dispensations.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.

(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)

4. Terms of Reference (Pages 1-2)
5. Christmas Lights Switch-on event (Verbal)
6. Jubilee 2022 Events (Verbal)
7. Date of Next Meeting
Wednesday, 3 November 2021 at 10.00am, Market House, Ledbury

LEDBURY TOWN COUNCIL

TERMS OF REFERENCE

EVENTS COMMITTEE

1. Purpose

The purpose of the Events Committee is to:

- a) Promote events which will encourage local residents and businesses of Ledbury Town to participate in.
- b) Take overall responsibility for the organisation and running of such events with assistance provided by local organisations.
- c) To consider recommendations from Standing Committees in relation to Council events and provide recommendations on the type and content of events.
- d) To promote events. The Committee would like to increase the number of visitors to Ledbury, thereby boosting the local economy and potentially encouraging inward investment.

2. Membership

Members of the Events Committee can be appointed at any time during the Municipal year and will consist of Town Councillors, members of relevant local groups/organisations and members of the public.

The Membership will be made up of Councillors, stakeholders and representatives of local community groups.

3. Chairman

A Chairman will be appointed annually, at the first meeting of the Committee Meeting.

The Chairman will be the main point of contact for the Town Clerk.

The Town Clerk will ensure minutes are taken from the meeting ensuring the capture of any actions proposed. This report will be submitted to the next meeting of the Environment and Leisure Committee for consideration.

4. Powers

Committees cannot make decisions on behalf of the Town Council. Any recommendations made by this group will be subject to approval by the

Environment and Leisure Committee, Finance Committee and/or Council.
This group has no budgetary powers.

The Council's Standing Orders apply to all meetings of the Committee.

5. Responsibilities and Areas of Operation

- To ensure that all risk assessments, insurance, licences, and other legal conditions are met and presented to the Council via the Clerk.
- To obtain a minimum of three quotes in respect of the provision of Council run events, to be approved by the Environment and Leisure Committee, Finance Committee and/or Council.
- To book buildings or outdoor areas for events if needed.
- To book activities or entertainment.
- To liaise with the local traders.
- To liaise with stakeholders and other interested parties via the Committee meetings prior to the event.
- To recommend marketing materials for the event.

The Committee will keep the Council fully informed, providing reports to the Environment and Leisure Committee meetings and ensuring that copies of all relevant documentation are made available for inspection by Council members.

6. Review of Terms of Reference

These Terms of Reference will be approved by Council at its annual meetings, and received and noted at the first meeting of the Environment and Leisure committee each municipal year.

If when receiving and noting the Terms of Reference, the Committee make any recommendations to change them, the amended Terms of Reference will be submitted to the next meeting of Council for approval.