

SANDBACH TOWN COUNCIL

EVENTS SUB-COMMITTEE

This meeting will be clerked by Ann (tbc). Please ensure that all apologies are made directly to the clerk of the meeting no later than 3pm on the day of the meeting.

Agenda for the meeting to be held on Tuesday 6 March, 2018 at 10.00am in the Sandbach Literary Institution.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To provide an opportunity for Members and Officers to declare pecuniary & non-pecuniary interests in relation to any item on the agenda.

PUBLIC QUESTIONS

The Chairman of the meeting will adjourn the meeting to allow questions from members of the public.

After the questions the Chairman will reconvene the meeting.

3. APPOINT CHAIR AND VICE-CHAIR

4. TERMS OF REFERENCE

[Attached: Draft Terms of Reference]

Action: *To note the Terms of Reference as approved by the Community and Environment Committee (1.3.18)*

5. EVENTS SUB-COMMITTEE MEETINGS

Action: *To determine if a calendar of meetings is appropriate.*

6. 2018 EVENTS

To discuss arrangements for:

Day of Dance

Family Fun Day

Party in the Park (Foden's)

7. CONFIRMATION OF APPOINTMENT OF CONTRACTORS

Action: *to note confirmation of contractors as agreed by C&E (1.3.18)*

8. DATE, TIME AND PLACE OF NEXT MEETING

To be announced

EVENTS SUB COMMITTEE TERMS OF REFERENCE

Working Group Name: Events Working Group

Working Group Created: 6 March 2018

Reports to: Community and Environment

Chair: to be appointed annually by the Sub-Committee

Purpose and Scope

1. To meet on a regular basis to consider and plan events and activities as directed by the Community and Environment Committee.
2. To ensure that all income and expenditure is managed in accordance with the Council's adopted Financial Regulations.
- 3 To liaise with appropriate departments of Cheshire East, Police and any other statutory body to secure any required consents, approvals and health and safety assessments
- 4 To ensure that appropriate insurance and risk management is in place for all events and activities organised by the Sub-Committee.
5. To engage with local community groups to ensure local support
- 6 To agree an appropriate action plan to ensure that each event is managed and marketed effectively.
- 7 A Report on activities and events will be prepared for submission to the Committee on a regular basis, and posted on the Town Council website.

Membership

- The group comprises of no less than 4 Councillors, plus other members of the public with expertise and interest.
- Members of the Sub-Committee who are not members of the Town Council do not have the right to a vote.
- a quorum of which is 4 or a third of the members if greater, this applies only to those members who are eligible to vote.
- the Mayor is an ex-officio member with full debating and voting rights.

Meeting Arrangements

The next meeting will be at 10am on 6 March 2018 at the SLI, then as required.

Resources

The meeting will be facilitated by a member of staff from the Town Clerk's Office.

Budget

The budget will be agreed by Sandbach Town Council on an annual basis.

Scheme of Delegation

To deliver annual events as directed by the Community and Environment Committee. To incur expenditure in accordance with agreed policy and budget, and subject to the Council's expenditure threshold as identified within the adopted Financial Regulations. [Rules on Committees apply].

Deliverables

To successfully deliver community events within the Town.

Target Date

Ongoing.