



Market Rasen Town Council

Council Office
Festival Hall

MARKET RASEN
LN8 3HT

Anna Lawson

Town Clerk
Office: 01673 842479

Events Committee Terms of Reference The Events Committee shall be empowered to manage Council events.

Committee Membership Members:

Five* appointed members of the Parish Council. *Should the Chairman and Vice Chairman of the Council wish to attend the Committee meeting, they would attend as ex officio members with voting rights.

Membership:

Membership of the Committee is established at the annual meeting of the Council. The Committee shall elect a Chairman for each year.

Meeting frequency:

Bi-monthly and as required

Quorum:

Three

Delegated Powers:

Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Committee's delegated powers listed below. If it is within delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision when seeking approval and adoption of the Committee minutes.

Objectives:

1. To manage the devolved budgets and expenditure and advise the Council of the resources needed to deliver the events, if sanctioned by Full Council, for the benefit of the local community.
2. To oversee and recommend to Full Council all events contractors.
3. To source sponsors and donors, provide contact details of all participating performers, entertainment, local organisations, and businesses relating to events.
4. All contractual and financial arrangements to be the responsibility of the Proper Officer or the Responsible Finance Officer. The final financial record to be checked by the committee and endorsed by Full Council on completion.
5. To ensure the Proper Officer, or the appointed deputy, secure the necessary permits and licenses to deliver the events.
6. To ensure the Proper Officer, or the appointed deputy, manages the Health & Safety procedures, risk assessments, insurance requirements and Event Management Documentation.

7. To ensure the Proper Officer, or the appointed deputy, contracts and manages the subcontractors employed to erect lights, signage, event management, security, marshals and other services required for the safe installation and conduct of events.
8. To ensure that the correct procedures are in place to comply with public safety requirements for events and provide street layout plans where necessary.
9. To ensure all participants involved in the events are fully insured and have signed terms and conditions of hire where appropriate.
10. To seek feedback on events held and apply lessons learned to future events.
11. To co-opt representatives of other organisations as and when required (without voting rights).
12. To be authorised to appoint working groups as required to investigate and report back to the committee.
13. To encourage tourism in the parish through events.
14. The committee will be responsible for providing details of their events for inclusion in the councils overall calendar published on the website.
15. The committee will be responsible for the publicity of events