



## Terms of Reference

### **Community Events (including Jubilee) Working Group**

The **AGREED** Members are the Mayor, Deputy Mayor, Cllrs Tu and Wood, Town Clerk and Town Events Manager.

Plus, for Jubilee Activity:

Cllr Kenney, Sharon Blaikie, Alastair Deighton, Polly Mutch & Lisa Taylor.

<b>Membership</b>	<ul style="list-style-type: none"> <li>• The Working Group will comprise Councillors, Officers and other members of the community.</li> <li>• A minimum of one Town Councillor shall be present at each meeting.</li> </ul>
<b>Roles</b>	<ul style="list-style-type: none"> <li>• At the first meeting, the Working Group will elect a Chairperson.</li> <li>• The Town Events Manager (as part of the Working Group) will provide support as required.</li> </ul>
<b>Policy</b>	<ul style="list-style-type: none"> <li>• It is expected that all Working Group members abide by the principles and practice of the Town Council Code of Conduct including declarations of interest. A copy of the Code of Conduct will be shared with all members.</li> <li>• Town Council insurance will cover the agreed activities of the Working Group, but Working Group members, in liaison with the Town Clerk, need to ensure that terms of the insurance are not breached.</li> <li>• Working Group have no delegated powers and need Council approval for expenditure.</li> </ul>
<b>Purpose</b>	<p>The purpose of the Working Group shall be to:</p> <ul style="list-style-type: none"> <li>• Help Arundel to be the place where there is always something interesting going on, through events which the Town Council organises e.g. the Community Awards, and through supporting events which are organised by community groups (e.g. the Bee Project, Arundel Festival)</li> <li>• Make the Queen's Platinum Jubilee Year a great celebration in Arundel.</li> <li>• Organise some key events for children, families and older residents at the Jubilee bank holiday in June.</li> <li>• Make the beacon lighting spectacular.</li> <li>• Provide a Jubilee "umbrella" under which other organisations can organise their own Jubilee events and publish a regularly updated diary of all Jubilee events on our website and Love Arundel.</li> <li>• Provide Jubilee grants of (normally) up to £500 to support organisations which are arranging their own Jubilee events (under the published criteria).</li> </ul>



	<ul style="list-style-type: none"> <li>• Where it adds value, make each of the events in the Arundel Calendar a Jubilee event-e.g. the 2022 Jubilee Community Awards.</li> <li>• Support the development of the Arundel Festival.</li> <li>• Seek to support the Festival in establishing a Board of Directors.</li> <li>• Work with the Festival organisers to find sustainable funding for a paid Festival Coordinator, based on the role of the Town in Arun tourism.</li> <li>• Work towards there being Spring, Summer and Christmas Festivals in Arundel.</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• The working group will arrange to meet with the frequency required to deliver the 2022/23 strategic objectives.</li> <li>• Meetings may take place physically or by Teams, Zoom or telephone as members agree.</li> <li>• The Working Group shall keep a record of meetings and decisions and circulate notes to the Working Group members in a timely fashion.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Grants and funding can be applied for by the Working Group and held by the Town Council, who will ring-fence the funds for Community Events (including Jubilee events) purposes only.</li> <li>• All financial transactions will be conducted through the Town Clerk, to ensure that the Town Council Financial Regulations are observed.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Any recommendations that require Town Council approval shall be prepared in the normal format and included on the Full Council meeting Agenda in agreement with the Town Clerk.</li> <li>• The Working Group shall provide quarterly reports to the Full Council.</li> </ul>
<b>Dissolving the Working Group</b>	<ul style="list-style-type: none"> <li>• If the Working Group wishes to dissolve it must notify the Town Council.</li> </ul>