



Terms of Reference

Town Hall Events Working Group

The **AGREED** Members are the Mayor, Town Hall Events Manager, Cllrs Ashton-Konig and Tu and Town Clerk.

Membership	<ul style="list-style-type: none"> • The Working Group will comprise Councillors, Officers and other members of the community. • A minimum of one Town Councillor shall be present at each meeting.
Roles	<ul style="list-style-type: none"> • At the first meeting, the Working Group will elect a Chairperson.
Policy	<ul style="list-style-type: none"> • 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. • 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. • Working Group have no delegated powers and need Council approval for expenditure.
Purpose	<p>The purpose of the Working Group shall be to:</p> <ul style="list-style-type: none"> • Develop a fixture card of events that make full use of the Town Hall as a community asset, with a blend of profit generating events and subsidized community events. • Develop an annual calendar for cleaning and maintenance. • Make the most of the Holmes Chamber through affordable refurbishment. • Make the Town Hall a more welcoming building, showcasing what the Council is doing in the community. • Undertake a complete clear out of the Town Hall, where necessary utilising outside storage or archiving facilities to improve efficiency and the working environment.
Meetings	<ul style="list-style-type: none"> • The Working Group shall normally meet once a month, or as may be required. • Meetings may take place physically or by Teams, Zoom or telephone as members agree. • The Working Group shall keep a record of meetings and decisions and circulate notes to the Working Group members in a timely fashion.
Finance	<ul style="list-style-type: none"> • Grants and funding can be applied for by the Working Group and held by the Town Council, who will ring-fence the funds for Town Hall and Town Hall Events purposes only.



	<ul style="list-style-type: none">• All financial transactions will be conducted through the Town Clerk, to ensure that the Town Council Financial Regulations are observed.
Reporting	<ul style="list-style-type: none">• 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.• The Working Group shall provide quarterly reports to the Full Council.
Dissolving the Working Group	<ul style="list-style-type: none">• If the Working Group wishes to dissolve it must notify the Town Council.