

Winsford Town Council Events Committee – Terms of Reference

PURPOSE

The Events Committee is established to plan, coordinate, and deliver community events on behalf of Winsford Town Council, supporting the Council's objectives of fostering community spirit, engagement, and inclusion.

STATUS

This is a committee of Winsford Town Council and operates under the authority of the Council. It is authorised to carry out delegated functions by Council.

DELEGATED AUTHORITY

The Committee has delegated authority to:

- Organise and deliver events as agreed by the Council.
- Expend funds within an agreed budget approved by the Town Council.
- Liaise with external stakeholders, partners, and contractors as required to facilitate event delivery.

REPORTING

The Committee will report directly to Winsford Town Council via written updates or verbal reports at Full Council meetings, as appropriate.

- The Committee will maintain clear and transparent financial records and provide budget updates to the Council when requested.
- All decisions will go to full council unless time is an issue then it will fall under the scope of the budget and the management of the council and events group.

MEMBERSHIP

- Membership of the Committee will be made up of five appointed Town Councillors.
- A Chair will be appointed from among the members by consensus or vote.
- Membership will be reviewed annually at the Council's Annual Meeting or as needed.

MEETINGS

- The Committee will meet bi-monthly, or as often as necessary to fulfil its responsibilities, with meetings arranged by the Chair or designated lead member.
- Minutes will be taken for internal records and accountability.
- Quorum shall be three members.

SCOPE OF WORK

- Planning and managing annual and one-off community events (e.g., Christmas lights switch-on, summer fairs, commemorative events).
- Engaging with the local community and promoting inclusivity.
- Managing suppliers, contractors, volunteers, and other logistics necessary for event delivery.

- Ensuring all events are risk-assessed and fully insured in line with Council policies.

REVIEW

These Terms of Reference will be reviewed annually or as required by Winsford Town Council.