



# ANDOVER TOWN COUNCIL COMMUNITY AND EVENTS COMMITTEE

## TERMS OF REFERENCE

### **Structure and Quorum**

The Community and Events Committee will:

- comprise of up to 9 Members and shall appoint elected Members as Chairman and Vice-Chairman annually; and
- meet at least 3 times a year as scheduled and agreed by Full Council; and
- The quorum of the Committee shall be four (4).

The Committee may:

- appoint Working Groups as and when it is deemed necessary and set out Terms of Reference for those bodies; and
- co-opt non-voting members as and when it is deemed necessary to contribute to Committee discussions;
- appoint Sub-Committees and agree Terms of Reference to include, where appropriate, delegated authority to incur expenditure within defined parameters, subject to the Council's Financial Regulations (including procurement thresholds and authorisation limits) (FR 5). Where delegated authority allows spending from a budget, no non-councillors may serve on the Sub-Committee (SO 4(b)).

### **Aims**

The Community and Events Committee will work collaboratively with Andover community stakeholder organisations to:

- determine Andover Town Council's community and events strategies and policies;
- promote engagement with all sectors of the Andover community in Council decision-making;
- communicate clearly with, and listen to, Andover residents, taxpayers and businesses;

The Committee should have due regard to the Business Plan and act within its intent in its area of competence.

### **Functions**

#### **Finance**

- make recommendations to the Policy and Resources Committee for annual budgets for community engagement and events;
- make expenditure decisions within the constraints of approved budget lines;
- monitor expenditure against budget heads relevant to community engagement, events and the Council's website;

to make decisions on spending in accordance with:

- Clause 5 (5.15) of the Financial Regulations;
- Approved budget-heading limits subject to a limit of £5,000.  
Spending over £5,000 will be referred to Full Council in accordance with Financial Regulations 5.15, unless otherwise permitted within the Financial Regulations or by a prior Full Council resolution.
- The Committee may authorise expenditure within its approved budget headings without further referral, provided Financial Regulations (including procurement thresholds and authorisation limits in FR 5.4-5.15) are met.
- All procurement shall comply with the Council's Financial Regulations (including estimates/quotes for £500-£3,000, three quotes for >£3,000, publication requirements for >£30,000, and formal tenders for >£60,000) and any applicable procurement legislation.

Matters will only be referred to the Policy & Resources Committee or Full Council where required by law, Standing Orders, Financial Regulations (including FR 1.6–1.7, 5.15), or where the matter falls outside the Committee's approved remit or budget.

### **Community**

- promote the Council's community engagement work;
- to oversee the work of relevant Working Groups like the Youth Engagement Working Group; and
- review relevant community engagement policies in a timely fashion.

### **Communications**

- oversee development and maintenance of the Council's website;
- drive the Council's social media; and
- review relevant communications policies in a timely fashion.

### **Events**

- oversee delivery of Christmas lights activities annually;
- identify, promote and oversee delivery of other events that will involve or provide activities for the Andover community;
- oversee co-ordination of events that the Council delivers or takes part in, ensuring that risk assessments are carried out and insurance is in place in accordance with the Council's Risk Management Scheme (FR §2) and insurance requirements (FR §17).
- The Committee has authority to approve the scope and deliverables of events within agreed budgets and policies, without further referral, subject to Financial Regulations.
- once an event is approved, with an agreed budget and clear deliverables, Officers will be responsible for delivery and will provide regular progress reports to the Committee.

### **Governance and Procedural Requirements:**

- All Members shall comply with the Council's Code of Conduct and declare any disclosable pecuniary interests.
- Voting at meetings shall be conducted in accordance with the Council's Standing Orders.
- All decisions shall be recorded in formal minutes maintained by the Proper Officer.

### **Urgent Matters**

To provide any two elected members, normally the Chair and Vice-Chair of the Community & Events Committee, to be consulted by the Town Clerk to deal with urgent matters within this Committee's remit which may have legal or financial implications and where time constraints prevent calling a normal meeting. Committee. Urgent powers apply only within the Community and Events Committee delegated remit and budget, where outside this Full Council's urgent matters procedure takes precedent.

Any urgent decision shall comply with Standing Orders and the Council's Financial Regulations, including FR §5.18 (Clerk emergency expenditure up to £2,000 excluding VAT). All urgent decisions shall be reported to the next meeting of the Committee. Where urgency exceeds these limits, an Extraordinary Meeting should be convened (Standing Orders: Extraordinary Meetings).