

ANDOVER TOWN COUNCIL
COMMUNITY & EVENTS COMMITTEE
TERMS OF REFERENCE



This Committee will comprise of up to 9 Members of the Council.

The quorum of the Committee will be 1/3 its Membership + 1.

The Committee shall appoint an Elected Member as its Chairman

The Committee shall appoint an Elected Member as its Vice Chairman

Terms of Reference

To address and where appropriate, formulate policy regarding Events provided by the Council and develop schemes and projects for Community & Town Development, public relations and public engagement by the Council and develop schemes and projects for ongoing publicity of council activities;

To develop, monitor and or review the following and make recommendations to Full Council if projects fall outside delegated Budget as per Standing Orders and Financial Regulations:

Communications

1. To develop strategy on media relations, and to formulate policy on public participation.
2. To act as a channel for communication with external partners
3. To assist the Town Clerk with the preparation of the Annual Report for the Annual Electors Meeting
4. To oversee the maintenance and development of the Council's Website
5. To formulate an Emergency Plan for the Council as and when required.

Events

1. To Co-ordinate any events the Council conducts or takes part in and to ensure that such activity is publicised
2. To develop and manage the Christmas Lights

Grants

1. To oversee and publicise the Grant Funding the Council releases each year.
2. To appoint a Working Group to assess applications for funding.
3. To make decisions for awarding Grants on behalf of the Council, within the Grant budget.

Finance

To be responsible for the following Budget Heads and approve expenditure accordingly:

EXPENDITURE

4190 – Grants

4700 – Town Centre Development

4000/6 – Web Site & Community Development

Urgent Matters

To provide any two elected members, normally the Chairman and the Vice Chairman of the Community & Events Committee to be consulted by the Town Clerk to deal with urgent matters in relation to the Terms of Reference of the Community & Events Committee which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.