



# ANDOVER TOWN COUNCIL (ATC) COMMUNITY & EVENTS WORKING GROUP

## TERMS OF REFERENCE

### Structure and Quorum:

The Working Group will comprise of an unlimited number of Elected Members of ATC, and shall appoint a Chairman and Vice-Chairman annually.

The Working Group will meet as and when the Deputy Town Clerk advises that it is necessary, but at least 3 times per year.

No legal quorum is required for a Working Group, however at least 3 ATC members plus the Deputy Town Clerk will consider issues together.

### Responsibility:

**It is responsibility of the Working Group to discuss and agree recommendations to be made to full council at all times.**

#### Events

1. To identify ideas for Events that can be hosted by, or contributed to, by Council and to investigate costs and infrastructure required to support such events.
2. To identify potential projects for Community & Town Development and public engagement by the Council, and to investigate costs and infrastructure required to support such projects.
3. To review all cost estimates, arrangements, and risk, and to recommend to Full Council for approval.
4. The Working Group may co-opt additional non-councillor members.
5. To monitor and/or review the following and make recommendations to Full Council.

#### Communications

1. To review policy and strategy and to provide input into the council's media strategy.
2. To assist with review of Policies concerning online, social media communications.
3. Corporate Town Council Communications should be handled exclusively by Staff only, so that records are kept indefinitely, and no promises etc are made without Council/Committee approval.)
4. To monitor the maintenance and development of the Council's Website

#### Event Co-ordination

To oversee co-ordination of any events the Council conducts or takes part in by:

1. Ensuring that such activity is publicised via approved methods.
2. Ensuring Risk Assessments are current and insurance is in place for major events and the Christmas Lights.

#### Grants

1. To ensure there is publicity surrounding the Grant Funding the Council releases each year.

#### Finance

2. To monitor the following Budget Heads, and recommend expenditure accordingly:
  - a. 4190 – Grants
  - b. 4700 – Town Centre Development
  - c. 4000/6 – Web Site & Community Development.