



ANDOVER TOWN COUNCIL COMMUNITY AND EVENTS COMMITTEE

TERMS OF REFERENCE

Structure and Quorum:

The Community and Events Committee will

- comprise of up to 10 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.

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; and
- communicate clearly with, and listen to, Andover residents, tax payers 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; and
- monitor expenditure against budget heads relevant to community engagement, grants, events and the Council's website.
- To make decisions on spending in accordance with:
 - Clause 5, (5.15) of the Financial Regulations;
 - Approved budget headings limits subject to a limit of £5,000. Spending over £5,000 will be referred to Full Council.

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, and
- 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.

Urgent Matters

To provide any two elected members, normally the Chairman and the Vice Chairman of the Community and Events Committee to be consulted by the Town Clerk to deal with urgent matters in relation to the Terms of Reference of the Community and 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.