

EVENTS COMMITTEE - TERMS OF REFERENCE

- Monitor and oversee all council events, especially the Haxby Carnival and the Christmas lights switch on.
- Spend within, monitor and vary between delegated budget headings.
- Make recommendations for changes to delegated budget headings.
- Take all policy and non-financial decisions in relation to these issues.
- Work co-operatively with internal and external partners.
- Undertake a regular review of council events.
- Make suggestions to full council for other possible events.
- Recommend fees and charges to the full council or relevant committee.

The Committee will be elected at the annual meeting of the Council in May each year.

The Committee will have five councillor members and will have a quorum of three councillors.

A Chair of the Committee, who must be a councillor, will be elected at the first committee meeting each year

The Clerk (or a nominated officer) will arrange meetings of the committee, take the minutes of meetings and action decisions arising from meetings

The Committee shall keep and ratify its own minutes. Draft minutes will be circulated to all members of the Full Council.

During consideration by the Committee of confidential matters, the press and the public will be excluded from meetings under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1 (2), and these matters will be reported to Council as a confidential minute. Councillors attending the meeting who are not members of the committee, will also be asked to leave the meeting.

The Committee will meet quarterly. Extraordinary meetings of the committee may be called in accordance with Standing Orders.

The terms of reference shall be given to all Council members for information and shall be ratified at the Council's annual meeting in May.

Councillors, who are not members of this Committee, may attend any meeting of the Committee but as they are not formal members are not permitted to vote on any of the Committee's decisions.