

DRAFT TERMS OF REFERENCE FOR KIRKBYMOORSIDE TOWN COUNCIL EVENTS COMMITTEE

1. The Committee will be known as KIRKBYMOORSIDE TOWN COUNCIL EVENTS COMMITTEE. It will be a Committee of the Town Council.
2. All voting members of the Committee are subject to the “Model Code of Conduct” and should be aware of the contents of the Code, complete the Register of Interest and act accordingly.
3. The Committee shall manage and promote Town Council events.
- 4.1 The Committee will strive to secure sponsorship wherever possible to minimize the cost to the local electorate.
- 4.2 The Committee will have a modest budget set when the precept is determined by recommendation to the Finance Committee. The Town Council will fix the budget for the following year and determine the amount, if any, to be obtained from Town Council resources. The Committee will be responsible for raising any additional funds.
- 4.3 If necessary, the Committee may recommend to the Town Council the spending of such sums as it thinks fit for items in excess of the allocated budget.
- 5.1 The composition of the committee is to be four Council members.
- 5.2 The quorum will be three.
- 6.1 The Committee will meet at least 4 times each year.
- 6.2 Additional sub-committee meetings, for the purpose of progressing arrangements for events already approved, will be held subject to requirement.
7. The Committee will follow the Council’s Standing Orders for convening its meetings as those applied to meetings of the Full Council.