

Events Committee
Terms of Reference

1. Events Committee.

The Events Committee is a constituted committee of Stalham Town Council.

2. Members

The Events Committee is made up of all Councillors. The quorum of the committee shall be 4 Members.

3. Chairman and Vice-Chairman

The Chairman and Vice-Chairman are to be appointed annually by the committee at their first Meeting.

4. Meetings

The Events Committee will call meetings at least 4 times a year.

5. Terms of Reference

To review the Terms of Reference of the Events Committee at the Annual Meeting of the Council and when necessary, the Events Committee to make appropriate recommendations to Full Council.

6. Responsibilities

The Events Committee has the overall responsibility for the management of the Council's events ensuring they run in accordance with legislative requirements, regulations, and guidelines.

These will include:

- To report and make recommendations to Council for future events.
- To ensure protocols and guidelines from Councils insurance company are adhered to.
- To ensure Councils events do not clash with other community groups.
- All financial spending is to be agreed by Full Council.
- All events need to be ratified by Full Council.

7. Minutes

Minutes will be taken at the meeting and distributed to Events Committee members and Council.

8. Reporting to Council

The Chair of the Events Committee must report to Full Council.