



MILDENHALL HIGH TOWN COUNCIL

COMMUNICATIONS AND EVENTS COMMITTEE

Terms of Reference

The following Terms of Reference were agreed at the meeting of the Full Council held on 24th September 2020

The document is due to be reviewed at the first meeting of the committee following the Annual Town Council Meeting and ratified at the first meeting of the Full Town Council thereafter.

The Communications and Events Committee will comprise eight (8) elected members of Council. Members will be elected at each Annual Meeting of Council. A quorum will be three. The Group may co-opt any number of Councillors or others to serve for a fixed period to enable it to fulfil its role. These members shall have voting rights in respect of the specific events and activities with which they are concerned.

The committee shall meet a minimum of four times each year.

A Chair and Vice Chair of the committee shall be elected annually from among its members.

Agenda for meetings

The Town Manager will issue an agenda no later than three working days before the meeting. Each agenda will include an item to review the minutes of the previous meeting and to consider matters arising from actions identified. Agreed action points will be distributed to members as soon as practicable following each meeting.

Record of Proceedings

Written minutes will be taken to record the committee's decisions and will be distributed to members. A report of actions will be presented to the subsequent Council meeting

Areas of responsibility

The primary function of this Group is to have strategic oversight of events organised for and on behalf of the Town Council. To achieve this it exercises the following role:

Mildenhall High Town Council
Communications and Events Committee – Terms of Reference
First adopted: Historical Document
Last adopted: September 2020
Due to be reviewed: May 2021

The committee will be responsible to Council for producing an annual schedule of planned events together with a budget showing planned income and expenditure. After agreement, the committee will have responsibility for monitoring the progress of events and liaising with the groups and individuals charged with organising them.

The committee will identify the event activities to be carried out in any given year and will support individuals to manage these events. Such individuals may or may not form part of the Group.

The committee will, in liaison with the Town Manager, allow the event organiser to have delegated responsibility for the use of funds allocated to its designated cost centres in accordance with the Council's Financial Regulations and will be responsible for producing a statement of accounts.

The committee will carry out an annual evaluation of events to assess their value to the Community and to examine ways of improving what has been provided. The committee may canvass the views of Councillors, public opinion or relevant outside bodies in order to achieve this aim.

The Chairman of the Group will report and make recommendations to Council meetings on actions taken by the committee and on progress in respect of the discharge of its functions and specific projects. Reports of actions and progress will be made available to subsequent Council meetings and an opportunity will be presented in the agenda for the committee Chairman to comment on specific items and to invite questions.

The committee is responsible for an overview of all aspects of event management, specifically:

- (a) Co-ordination of a delegated budget as agreed by Full Council annually.
- (b) Providing clear and concise formal proposals at all times to avoid ambiguity in the minutes to ensure that the intention of the resolution is conveyed to the members for them to vote on
- (c) Oversight and coordination of community events
- (d) Liaising with other Community Groups and Organisations to ensure full co-operation and maximum benefit.
- (e) The committee will also oversee all communications including the Mildenhall Messenger, social media presence, website and any ad hoc communications in a print or virtual form.

Specific Events.

- 1. Merry Mildenhall and associated activities**
- 2. Lark in the Park**
- 3. Public concerts / presentations**
- 4. Any other Council run events**

