



NewquayCouncil

CorporateService

Name of Document: **Terms of Reference**

Committee: **Tourism & Leisure (T&L)**

Date of Inception:



TERMS OF REFERENCE DOCUMENT

This is a Policy or Procedure document of Newquay Town Council and as such must be fully adhered to by both councillors and employees.

Current Status			
Version	5.0	Approving Body	Full Council
Date	17/06/2020	Date of Approval	
Responsible Officer	Town Clerk	Minute Reference	
Oversight Committee	Tourism & Leisure	Review Date	

Version History			
Date	Version	Author/Editor	Comments
07.08.13	1.0	T&L Committee	Adopted by Full Council
16.03.15	2.0	Town Clerk	Draft pre-committee
07.07.15	2.1	Town Clerk	Draft for Committee
06.06.16	3.0	Town Clerk	Annual Review
07.06.16	4.0	Deputy Town Clerk	Committee Review
13.06.17	5.0	Town Clerk	Draft pre-committee
16.06.2020	5.0	Town Clerk	Minimal Review

Review Record				
Date	Type of Review Conducted	Stage Completed	Summary of Actions Taken or Decisions Made	Completed By
16.03.2015	Annual Review	Yes	Update	Town Clerk
06.06.2016	Annual Review	Yes	Update	Town Clerk
13.06.2017	Annual Review	Yes	Update	Town Clerk
16.06.2020	Minimal Review	Yes		Town Clerk

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1.0 Membership

Membership of this committee is to be re-elected annually at the Annual Meeting of the Town Council.

- 1.1 The T&L Committee to consist of eight members of the Council (wherever possible all genders should be represented).
- 1.2 The Committee Chairman and Vice Chairman are to be elected annually by the T&L Committee at the first meeting after the Annual Council Meeting of Newquay Town Council and shall hold office until the next Annual Council meeting.

2.0 Aims

To provide effective, efficient and professional management of all events organised by the Town Council and to promote and improve the Tourism and Leisure offer of Newquay in conjunction with the Tourist Information Centre and respective committees.

3.0 Objectives

- 3.1 To boost the Tourism and Leisure offer of Newquay, including the provision and support of new and existing events, band concerts, festivals and attractions within Newquay on behalf of Full Council.
- 3.2 To oversee and manage the effective transfer and running of the Library and One Stop Shop service from Cornwall Council.

4.0 Meetings

- 4.1 The committee shall meet a minimum of 4 times in a Municipal year, on the second Tuesday after a Full Council meeting in each quarter (meetings will not normally be held in May, August and December), with Special meetings being called as required by the Town Clerk, through normal procedures defined in Standing Orders.
- 4.2 Members will be summoned to attend meeting which will be held in the Council Offices and a Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.
- 4.3 The Town Clerk may attend any meeting to offer advice, guidance, and support.

5.0 Documentation

- 5.1 The minutes of all meetings shall be recorded by an officer of Newquay Town Council, scheduled by the Town Clerk and circulated at Full Council meetings of Newquay Town Council.
- 5.2 All resolutions and recommendations to Full Council shall be recorded in the minutes of the meetings.

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6.0 Accountability

- 6.1 The T&L Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to Full Council and may require another committee's input before a decision is made by Full Council or another responsible committee.
- 6.2 In some circumstances, officers have delegated powers to act on behalf of both the committee and Full Council under a separate Scheme of Delegation.

7.0 Scope

The T&L Committee have delegated powers:

- 7.1 to make decisions and project manage any Newquay Town Council events which fall within the budget of this committee.
- 7.2 To submit a report to the Annual Report and/or Annual Town Crier magazine (or equivalent)
- 7.3 to spend up to its annual budget, without the requirement to go back to Full Council for approval; subject to such spends falling within the remit of Tourism and Leisure and are T&L committee projects, budgeted for in-line with Financial Regulation 3.1.
- 7.4 to establish an Annual Committee Budget for approval by Full Council no later than November each year in-line with Financial Regulation 3.1.
- 7.5 to consider and make relevant decisions on any matter referred to it by Full Council.
- 7.6 to recommend to Finance and Policy having its unspent budgets (if applicable) placed within a T&L Committee contingency reserve in accordance with Financial Regulation 3.3. Such a contingency would be controlled by the T&L Committee, but would be subject to getting spending approval from Full Council in accordance with Financial Regulation 3.4.
- 7.7 to appoint Sub-Committees and Working Parties which shall report to it in accordance and within the scope of Standing Orders 4.a. – 4.d.(vi.) inclusive.
- 7.8 to accept and set the terms of reference of any T&L Sub-Committee or T&L Working Party which it sets up, but the terms of reference must adhere to the T&L Committee's remit and terms of reference.

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- 7.9 to provide up to two representative members on the Killacourt Stakeholder Group and up to two representative members on the Killacourt Management Group. Both groups are chaired by the Town Clerk and are empowered to make decisions over booking enquiries and general daily management of the booking process, including fees charged. The representatives have delegated authority from the T&L Committee to make such decisions on behalf of the T&L Committee and Full Council.
- 7.10 to consider and investigate sources of external funding (including grants) for Tourism and Leisure related projects, but should always involve the Finance and Policy Committee unless there is not enough time for the Finance and Policy committee to feed in or handle the application.
- 7.11 to handle, fund or support the following initiatives as per its budget for **2020-21**:
- 7.11.1 *Killacourt Events*
 - 7.11.2 *Christmas Fayre*
 - 7.11.3 *Christmas Parade*
 - 7.11.4 *Fish Festival*
 - 7.11.5 *Carnival*
 - 7.11.6 *New Year's Eve Fireworks*
 - 7.11.7 *Flora Dance*
 - 7.11.8 *Harbour Sports Day*
 - 7.11.9 *St Columb Minor Christmas Grant*
 - 7.11.10 *Any other community events which promote T&L*
 - 7.11.11 *Band Concerts*
 - 7.11.12 *Information Boards and Event Boards*
 - 7.11.13 *Lowender Peran*
 - 7.11.14 *Annual Visit Newquay Guide (printed)*
 - 7.11.15 *Annual Visit Newquay Guide (digital)*
 - 7.11.16 *Annual Visit Newquay Tourism Summit*
 - 7.11.17 *Visit Newquay App*
 - 7.11.18 *Visit Newquay Pocket Guide App*
 - 7.11.19 *All aspects of the Visit Newquay Website*
 - 7.11.20 *Staffing of the Visit Newquay TIC*
 - 7.11.21 *Distribution and production of general and specific tourist information (including events, attractions and offers etc)*
 - 7.11.22 *Ticket Sales and Distribution*
 - 7.11.23 *Visit Newquay TIC organised events, promotions, and open days*

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7.11.24 Library and Information Service (One Stop Shop) and buildings

- 7.12 to comment or provide representations/responses on behalf of Full Council on any matters which affect the Visit Newquay TIC Operation, provision of Destination Management and Marketing and/or any positive or negative publicity of Newquay.
- 7.13 to advertise and market Newquay to any audience, through various channels; which may include working with Newquay BID.
- 7.14 to determine and keep under review the range and scale of services offered by the Visit Newquay TIC, but must always seek and consider advice and recommendations from the Staffing Committee and Town Clerk should any proposed changes or re-structures have any effect on the staffing levels, including any relevant future effects.
- 7.15 to apply to take part in any awards which may promote and improve the quality of service on offer by the Visit Newquay TIC.
- 7.16 to prepare and negotiate contractual terms with third parties as necessary for any operation associated with the Visit Newquay TIC services, equipment, infrastructure and activities provided such contracts are covered within the T&L Committee Budget, do not create a long-term contractual obligation (over 5 years) and only upon fully considering the current and future financial implications this may have on the T&L Committee's budget in-line with Financial Regulations
- 7.17 to delegate authority to the Town Clerk (who may delegate to the Visit Newquay TIC Manager) any decision making authority appertaining to the general day to day running of the Visit Newquay TIC including ways of promoting member organisations or Newquay as a whole. Any significant policy changes that are being proposed will either be agreed by a committee meeting or through canvassing members and proceeding should there be no objections from committee members by a reasonable deadline.
- 7.18 to run the Visit Newquay TIC as a commercially focused service and shall give the Town Clerk with the Visit Newquay TIC Manager the ability to look at any ways to take the Visit Newquay TIC forwards to minimise future precept requirements.

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- 7.19 to protect the commercial assets of the Visit Newquay TIC service, including maintaining sensitivity over future service delivery and products available for members, Newquay and wider communities to access.
- 7.20 to monitor, contribute and arrange any research into the visitor demographics of Newquay and their key priorities when looking for destinations to visit; enabling the T&L Committee to use such information to monitor, evaluate and change the service delivery and Visit Newquay TIC Offer.
- 7.21 to delegate authority to the Visit Newquay TIC Manager, with the Town Clerk to join **any equivalent group to** the **now defunct** Cornwall TIC CIC and for them to make decisions which are in the best interest of Visit Newquay TIC; always aiming to maximise financial support and future sustainability of the Visit Newquay TIC. If and when required by the **group**, a member of the TIC Committee shall also be given delegated authority to attend such meetings with an officer on behalf of the T&L Committee.
- 7.22 to hold any funds provided by Visit Cornwall; for **any equivalent group to** the Cornwall TIC CIC in Cornwall from time to time.
- 7.23 to be responsible for the Town Crier including any associated events.
- 7.24 to be responsible for the transfer and operational policy setting of the Library and **Information** service, although any changes that affect staff must be done in consultation and with the agreement of both the Staffing Committee and Town Clerk. The Municipal Offices aspects will form part of this until such time as the buildings have transferred, at which point the budget and responsibility for the Municipal Office and staff car park, will transfer to admin/Finance and Policy.
- 7.25 to refer any policy or procedural changes, introductions or rescissions to the Finance and Policy Committee for their decision and must always involve the Staffing Committee and Town Clerk where such policies or procedural changes etc. affect members of staff.

8.0 Review

The T&L Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting. Any changes must be recommended to Full Council for approval.