



**Newquay**Council

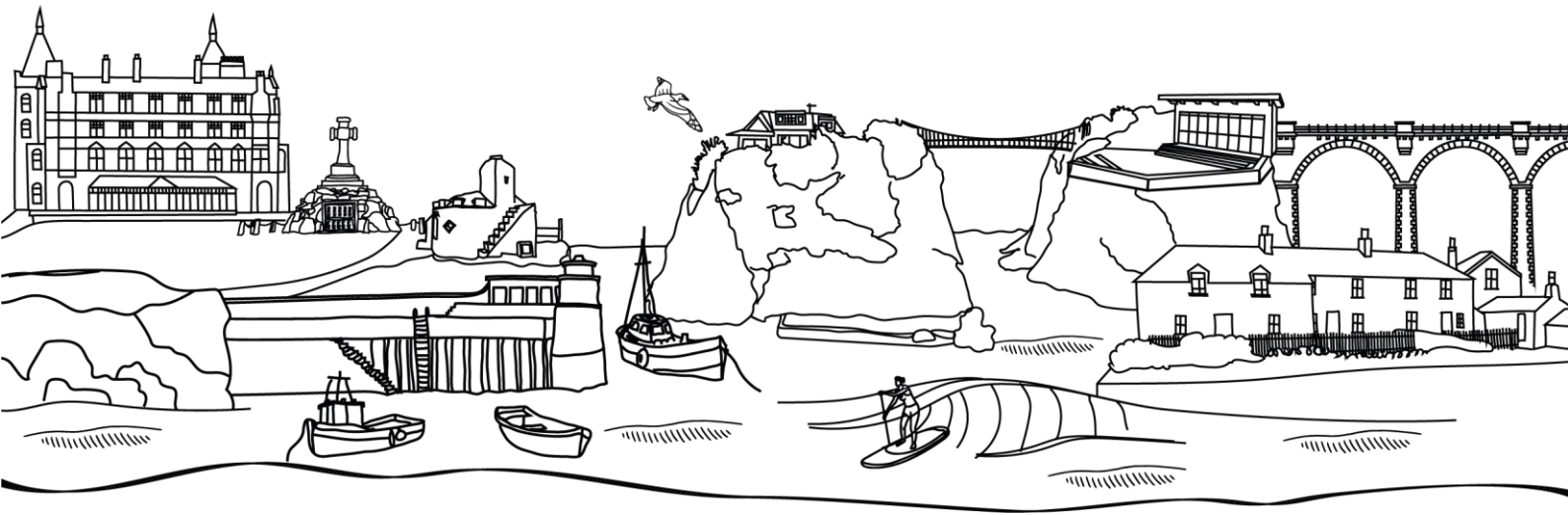
CorporateService

**Name of Policy:**

**Events  
Working Party  
Terms of Reference**

**Date of Inception:**

**2023**



## 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.

### Policy/Procedure File Status

<b>Version</b>	1.1	<b>Approving Body</b>	Community & Tourism Committee
<b>Date</b>	10/07/2023	<b>Date of Approval</b>	
<b>Responsible Officer</b>	Deputy Chief Executive	<b>Minute Reference</b>	CT082/23
<b>Oversight Committee</b>	Community & Tourism Committee	<b>Review Date</b>	

### Version History

Date	Version	Author/Editor	Comments
10/07/2023	1.0 Draft	Deputy CEO	Creating new consistent Working Party Terms of Reference Documentation
12/09/2023	1.1 Draft	Deputy CEO	Amendments following Committee feedback

### Review Record

Date	Type of Review Conducted	Stage Completed	Summary of Actions Taken or Decisions Made	Completed By
12/09/2023	Adopt subject to amendments agreed by Email	Adopted	Amendments by Email	Deputy CEO

### Document Retention

Version	Retention until/notes
0.1	Until superseded

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### 1.0 Membership

Membership of this working party is to be appointed annually following the Annual Meeting of the Town Council.

- 1.1 The **Events** working party to consist of members of **Full Council** as set by the **Community & Tourism Committee**.
- 1.2 The working party lead member will be the **Chair of the Community & Tourism Committee**. They shall continue to remain the lead member until the next Annual Council meeting. Where any reference is made to the lead member within these terms of reference, it will be assumed that the Vice-Chair will deputise in their absence where the Chair is unavailable.
- 1.3 The **Community & Tourism Committee** shall determine whether a staff resource request is needed to assist with working party with the legalities of its recommendations to the **Community & Tourism Committee**.
- 1.4 The working party will be reviewed annually as part of the selection working party process and committee formation/reformations.
- 1.5 The working party may invite members of the electorate to attend meetings in an advisory capacity on an ad-hoc usually temporary/one-off basis. However, no commercially sensitive or confidential matters are to be discussed with those members of the public unless and until confidentiality agreements have been signed and the Town Clerk and Chief Executive has confirmed the information can be discussed with that third-party. Note there are instances where such confidential information cannot be shared with non-members of the Council, irrespective of whether a confidentiality agreement has been signed.

### 2.0 Meetings

- 2.1 The working party shall meet when needed and agreed but on a Bi-Monthly basis and by the majority of the working party membership, co-ordinated by the lead member. This may be agreed via email/phone/orally.
- 2.2 Special meetings may be called as required by the Town Clerk and Chief Executive.
- 2.3 The Town Clerk and Chief Executive or a delegated officer may attend any meeting to offer advice, guidance and support.
- 2.4 Meetings of the working party are not usually, but may be public/broadcast meetings.
- 2.5 If officers of the Council have been requested and sanctioned to attend, then best endeavours will be used to attend meetings which fit in with working party members. However, this may not always be possible outside of normal working hours. The lead member should work with the officer/Town Clerk and Chief Executive to establish officer availability and notice of meetings to try and avoid issues. For the avoidance of doubt officer resources must always be

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prioritised to Council and Committee projects – especially time bound projects before working party matters.

### 3.0 Documentation

- 3.1 The action notes of all meetings shall be recorded by a member of the working party or a designated officer of Newquay Town Council, scheduled by the Town Clerk and Chief Executive if such a resource request has been sanctioned and is available.
- 3.2 An action log (and where relevant a separate decision log) will be kept up to date on all actions (and decisions) made by the working party. Such information is subject to publication and circulation from time to time.
- 3.3 The working party shall provide timely reports to the establishing body in the following manner:
  - 3.3.1 The Lead Member will ensure the Town Clerk and Chief Executive and/or Deputy Chief Executive have been kept informed of each meeting and will provide notes of all meetings within 2 weeks of the meeting taking place.
  - 3.3.2 If there are any Committee recommendations they must be provided in writing through a full written report. This must include detailed reasons and enough information in order to ensure members are able to understand what is being asked of them in order to make an effective decision.
  - 3.3.3 Reports with recommendations under 3.3.2 must be received by the Town Clerk and Chief Executive and/or the Deputy Chief Executive via email at **least 10 days in advance** of the establishing body's next scheduled meeting, to ensure the document is included on the relevant meeting agenda. Where recommendations are made without effective supporting research/information conducted to support the recommendation, it is likely the decision will be to defer an item until such information is provided.

### 4.0 Accountability

- 4.1 The working party reports to the **Community & Tourism Committee**.
- 4.2 This working party has delegated powers to make decisions on behalf of the **Community & Tourism Committee** only in relation to reviewing and providing feedback on; applications for hiring Town Council venues and open spaces, fees/charges associated with venue hire and terms and conditions over the use of venues. Such feedback should be put to the **Events Co-ordinator** who will

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make the final determination on approving an applications for hire and any terms and conditions of use in line with the Venue Hire agreement.

- 4.3 Outside of the delegated powers listed under 4.3 this working party does not have any other delegated powers to; make decisions on behalf of the **Community & Tourism Committee**, make representations to external event organisers on behalf of the Committee, amend any fees/charges for hiring venue spaces, add or remove any terms and conditions for hire outside of those established in the Hire Agreement, nor should it exceed its purpose and remit (above) without the establishing body's sanction to a change to this Terms of Reference (provided such remit doesn't exceed the establishing bodies' own remit/terms of reference.
- 4.4 The Lead Member will ensure the Town Clerk and Chief Executive is kept informed of each meeting and will provide action notes of all meetings within 2 weeks of the meeting taking place.
- 4.5 In some circumstances, officers have delegated powers to act on behalf of both the committee and Full Council under a separate Scheme of Delegation or as outlined in committee terms of reference.

### 5.0 Scope

In line with the task(s) set by **Community and Tourism Committee**, the purpose and remit of this working party is to:

- 5.1 Provide feedback to the Events & Projects Co-ordinator, or a delegated officer, on any applications for hire of Town Council hired open spaces and venues.

### 6.0 Review

- 6.1 At its first meeting (or first in a new Civic year) the working party members shall:
  - 6.1.1 Review these terms of reference for approval as appropriate by the respective forming Committee.
  - 6.1.2 Appoint an elected member as Lead Member who should ensure all the working group members are kept informed and involved with progress and act as the primary reporting channel back to the establishing body.
- 6.2 The establishing body can dissolve or change the remit of this working party at any time.