

**DRONFIELD TOWN COUNCIL**  
**EVENTS COMMITTEE**  
**TERMS OF REFERENCE**

**Membership**

The Committee shall consist of five members of the Council and non-councillors. The Mayor and Deputy Mayor are ex officio members of this Committee.

**Chairman**

At the first meeting of the Committee after the Annual Meeting of the Council the first business will be to appoint a Chairman and Vice Chairman of the Committee.

**Frequency of Meetings**

Meetings will be held on an ad hoc basis as and when required.

**Quorum**

A quorum at each meeting shall be 3 members.

**Staff Attendance**

The Project & Communications Officer shall normally be required to attend all meetings. Other staff may, at the Chairman's discretion or the Committee's request, attend meetings as required.

**Terms of Reference**

The Committee is appointed to make decisions for the staging of events, subject to budget and expenditure limits decided by the Council.

1. To recommend to the Full Town Council a suitable programme of annual events to include the Dronfield Gala, Christmas Lights switch on and Remembrance Service.
2. To manage the programme of events and ensure they are delivered within the committee's budget.
3. To advise the Finance Committee on the budget requirements for Events to be held the next year to feed into the annual budget process.
4. To Promote events on various media communications including the Town Council website, social media channels and all printed material.
5. To ensure that first aid cover is properly provided for all events.
6. To ensure that all events are insured adequately.
7. To ensure that there are adequate toilet facilities and car parking for all events.
8. To publicise the events.
9. To ensure that receipts and expenditure are correctly recorded and reported to the Council.