

Events and Community Committee Meeting

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Staffordshire
ST7 4EL



Tel: 01782 782254 www.kidsgrovetowncouncil.gov.uk

1st July 2022

To: Members of the Events and Community Committee of Kidsgrove Town Council

Dear Committee Member,

You are summoned to attend a meeting of Kidsgrove Town Council - Events and Community Committee - to be held on Thursday, 7th July 2022 at **7:00pm** at Kidsgrove Victoria Hall.

Yours sincerely,

A handwritten signature in black ink that reads 'Sue Davies'.

Sue Davies

Town Clerk

Business to be transacted

1. To receive nominations for and to elect a chair for the committee.
2. To receive nominations for and to elect a vice-chair for the committee.
3. To receive apologies for absence.
4. To note declarations of Members' interests.
5. To approve the minutes of the meeting held on the 28th April 2022.

Circulated and available on the website.

6. Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments in respect of the business of the agenda. (No individual to speak for more than 2 minutes without the permission of the chairman).

- 7. To receive nominations for and to consider and agree non-Councillor appointments to the Events and Community Committee for 2022-2023.**
- 8. Matters arising not covered elsewhere on the agenda.**
- 9. To review the Terms of Reference for the Committee and to agree any changes for recommendation to Full Council.**

The current Terms of Reference are shown in Appendix 1

- 10. To discuss and agree a committee meeting requirement and frequency for inclusion in the Council's meeting schedule.**
- 11. To receive a budget update for the committee.**

To receive and discuss the budget available for the committee for the 2022-2023 financial year.

- 12. To review the committee's plan for inclusion into the Council plan.**

To receive a draft plan for discussion and comment.

- 13. Queen's platinum jubilee – to receive and discuss an event resume, including money raised for the Mayor's Charities at the Town Hall Concert.**

- 14. Christmas Town Decorations:**

To consider and agree the way forward to tender the Christmas Lights provision. To also consider further locations.

- 15. Christmas Events:**

- a) Date for the Light Switch on and Christmas Market:**

To agree the date for the Christmas-Light switch on to enable the office to start to advertise for stall holders. The current proposed date is Saturday, 26th November.

To consider any other actions required before the next meeting.

- b) Pantomime 2022**

That Touring Pantos have been booked and a deposit paid to perform on Boxing Day.

16. Mayor Support and Charity Events:

- a) **To receive a statement of accounts for the 2021-2022 Mayoral fundraising year and to note the amounts payable to each of the named charities.**

The Mayor's account payout for the 2021-2022 civic year is shown in appendix 2

- b) **To receive a general update summary from the Mayor on the Mayor's functions.**

To receive an update on the Mayor's charity fundraising and to discuss options and support for future events.

17. To receive an update on the re-implementation of markets into Kidsgrove and to agree any actions.

18. To consider and agree potential further events for potential inclusion on future agendas.

- a. Barge Markets
- b. 'Kidsgrove by the Sea'
- c. Barn Dance
- d. 80s night
- e. Wrestling and Boxing Nights
- f. Interschools Sports Day
- g. Any further suggestions

19. To receive any items from the Chair or Clerk.

20. To agree the date and time of the next meeting:

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Events and Community Committee Terms of Reference

1) Introduction

The Events Committee is set up as a standing committee to oversee and manage Kidsgrove Town Council's events. The Committee was set up by Kidsgrove Town Council at its meeting of 28th January 2019 (minute reference 1819-FC5-14).

The Committee must always abide with the Council's current approved Standing Orders and Financial Regulations.

The membership of the Committee for each Council year and a review of the Terms of Reference will be agreed at each Annual Meeting of the Full Council. The chair and vice-chair will be elected at the Annual Meeting of the Council unless the Council resolves at the Annual Meeting to delegate this to the first meeting of the Committee in the Civic year.

2) Membership

The Committee will consist of at least six Councillors with a quorum for a meeting being three Councillors. The Mayor and Deputy Mayor will be members ex-officio.

The Committee has the power to co-opt members of the public or other councillors on either a temporary or permanent basis (until the next Annual Meeting) subject to a maximum of four.

3) Aim and Remit of the Events and Community Committee

- a) To consider and deliver an annual events programme which encourages community cohesion and inclusivity, ensuring a good mix of regular events with one-off events which mark significant local or national occasion.
- b) To manage the Town Council's events and the Town Council's role in other events run in partnership with other organisations, both annual occurrences or one-offs.
- c) To encourage and promote direct community volunteer involvement with local events and community endeavours including local businesses and community groups as well as individuals.
- d) To work in partnership with other organisations as required to ensure the smooth running of events.

Appendix 1 _ Terms of reference

- e) To consider support if requested and to help promote events run by other Community Groups within the Town's Council's boundary.
- f) To consider budgets for the following financial year in relation to events and the marketing of these events for recommendation to the Finance and General Purposes (FGP) Committee prior to end of November of each year to enable the FPG Committee to prepare a draft budget for recommendation to Full Council.
- g) To monitor the budget, income and expenditure from each of the Town Council's events, receiving updates at each meeting from the Clerk/RFO (or another officer if the Clerk/RFO is absent).
- h) To seek grant opportunities to assist the Town Council or other organisations in the provision of events.
- i) In accordance with the Council's grant scheme, to consider applications received from other organisation relating to events and, if required, to put a recommendation to Full Council.
- j) To manage the provision of Town Council funded Christmas Lights within the Town Council budget. To manage the contracts in relations to Christmas Lights.
- k) To oversee advertising of events using the Council's website, Social Media and any other suitable news outlets available.
- l) To ensure that all areas within the Town council's boundary are considered in decision making.
- m) To consult with the Community regarding events and community.

4) Delegated Powers of the Committee

The Committee can make decisions only within that allowed in the current versions of approved Standing Orders, Financial Regulations and the powers delegated to it by the Council which are listed below:

- a) To elect a chairman and vice chairman at the first meeting of the committee following the Council's Annual meeting is the elections were not made at that meeting.
- b) To co-opt members of the public in a non-voting capacity as required.
- c) To co-opt further councillors who may have input into an event as required.
- d) To set and agree the dates and manage the project management for Town Council Events (in consultation with other bodies as required).
- e) To set up and agree the terms of reference of sub-committees and working parties of the Events and Community Committee as required.
- f) To authorise budgeted expenditure in relation to events only in line with the limits for committees contained in the current financial regulations at that time.
- g) To identify and apply for grants in the Town Council's name.
- h) To set-up and conduct consultations relating to Events and Community in the Town Council's name.

Appendix 1 _ Terms of reference

- i) To delegate to the Clerk and other officers, if required, any decision making within its powers to delegate to allow event preparations to progress in a timely manner between meetings.

Note that a Council and its Committees CANNOT delegate any decision making to individual councillors or groups of councillors such as a working party.

5) Meetings of the Committee

- a) The Committee should meet at least four times a year. Agreed dates of meetings should be published in the Council's Meeting calendar.
- b) The Clerk of the Council will issue a summons and agenda at least three days before each committee meeting but will strive to allow councillors five days, including a weekend, whenever this is practically possible. In the event the Clerk is absent and unable to issue the agenda, the agenda and summons will be issued by the chair.
- c) Each Committee Meeting should wherever possible be attended by an officer of the Council who act in an advisory role and who will ensure all business transacted falls within the remit and powers of the committee. The attending officer will produce draft minutes of the meeting. Only in the event an officer is unable to attend, and the timeframe of events means the meeting cannot be postponed, the committee must appoint a minute taker from within its members.
- d) Minutes will be issued in draft form to the following (in the specified order).
 - i) To the Chair for initial comment within one week. (If a committee member acted as minute taker due to an officer not being present, the Clerk should be forwarded the draft minutes at the same time as the Chair to verify that decisions were in accordance with the Committee's powers, the Council's regulations and with legislation.)
 - ii) After agreement by the chair, to the committee members for comment within two weeks of the meeting.
- e) Minutes will be approved at the next meeting of the committee and each page signed by the chair.
- f) The minutes of all the Committee meetings, whether in draft form or approved, will be presented to the next Full Council Meetings and any recommendations made by the Committee or decisions made that the Clerk feels should be ratified by Full Council will be an agenda item of that meeting to obtain Full Council approval.

Approved at the Full Council Meeting dated:

Minute Reference:

Chair:

Clerk:

Appendix 2 Mayor's Charity Account 2021-2022.

2021 – 2022 Mayor's Named Charities and division of £2019.66 to be paid out:

Kidsgrove Lads n Dads £1500.00

Staffordshire Sexual Health Charity £400.00

The Lyme Trust Outreach Team £119.66

TOTAL: £2019.66