

## **TERMS OF REFERENCE OF SUB-COMMITTEES OF THE COUNCIL**

### **EVENTS SUB-COMMITTEE OF THE COMMUNITY & HERITAGE COMMITTEE**

The Powers, Duties and functions of this Sub-Committee are as follows:-

#### **Terms of Reference**

##### **1. Constitution**

The Constitution of this Sub-Committee shall be:-

- (a) Those Members of the Council duly appointed by the Council/Committee;
- (b) Those non-voting co-opted representatives appointed by the Community & Heritage Committee;
- (c) The Sub-Committee shall be responsible for the election of the Sub-Committee Chairperson and Vice-Chairperson annually.

##### **2. Attendance at meetings**

All members of the authority may attend all meetings of its Sub-Committees and speak thereat on matters pertaining to their Wards, and otherwise with the permission of the Sub-Committee Chairman, but may not vote unless a member of the Sub-Committee

##### **3. Membership of Sub-Committee**

Membership to be a maximum of **12** Councillors, including Ex Officio Members. To be appointed annually.

##### **4. Quorum of Sub-Committee**

A third of the voting Members shall constitute a quorum of the Sub-Committee. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairperson may fix.

##### **5. Purpose**

- To consider and deal with all aspects relating to the management of the Council's events, including:-
  - To support the Mayors Secretary with Band Concerts;
  - ~~Autumn Fayre;~~
  - Town Criers' Competition;
  - Remembrance Service;

- Christmas Lights Switch On;
- Victorian Evening;
- Lantern Parade;
- Santa's Grotto;
- To support the Mayors Secretary with the Mayors Carol Service;
- Additional Christmas Street Markets;
- Ad hoc Ceremonial Events.
- Civic Service – if a current Mayor did not wish to hold the event it would be adopted for that year.

## **6. Sub-Committee Working Groups**

The Sub-Committee shall be able to constitute working groups to study any aspect of the Sub-Committee's sphere of activity, as it considers appropriate, including; -

- Christmas Illuminations Working Party.

## **7. Delegated Power**

The Sub-Committee is authorised to make binding decisions on behalf of Newton Abbot Town Council with regard to all aspects of paragraph 3 subject to such decisions being in accordance with the Council's adopted policy and approved budget and provided that in all cases the meeting is quorate.

## **8. Limitations**

Only Members of the Town Council will be permitted to vote.

## **9. Review**

These terms of reference are to be reviewed annually.

Reviewed: June 2019, Sept 2021, 25<sup>th</sup> May 2022, June 2023, June 2024  
To be reviewed: May/June 2025.