



**TO: ALL MEMBERS
OF THE COUNCIL**

Ref: NH/LM/ESUB

Date: 17th September 2024

Dear Councillor,

In accordance with the provisions of the Local Government Act 1972 you are summoned to attend a meeting of the **EVENTS SUB-COMMITTEE** to be held at Newton's Place, 43 Wolborough Street, Newton Abbot on **WEDNESDAY 25th SEPTEMBER 2024** at 7.00 p.m.

Yours sincerely

Natalie Hicks

for
Philip Rowe, Town Clerk.

AGENDA

PART A – GENERAL SUB-COMMITTEE BUSINESS

1. **ELECTION OF CHAIRPERSON OF THE EVENTS SUB-COMMITTEE 2024/25**

To receive nominations for the election of the Chairperson of the Events Sub-Committee for the year 2024/2025.

2. **APOLOGIES FOR ABSENCE**

To receive apologies and approve reasons for absence.

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

3. **APPOINTMENT OF VICE CHAIRPERSON OF THE EVENTS SUB-COMMITTEE 2024/25**

To receive nominations for the appointment of the Vice Chairperson of the Events Sub-Committee for the year 2024/2025.

Town Clerk: P.A. Rowe

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4. **INTERESTS TO BE DECLARED**

In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in items to be considered at this meeting.

5. **MINUTES**

To agree as a correct record the minutes of the meeting of the Events Sub-Committee held on 10th April 2024.

APPENDIX A

6. **COMMITTEE TERMS OF REFERENCE**

a) To review the Committee Terms of Reference for the Events Sub-Committee.

APPENDIX B

b) To give consideration to the Sub-Committee's budget requirements for 2025/26 and consider any guidance from the Strategic Planning Forum.

7. **PUBLIC PARTICIPATION** (7:00 – 7:15 p.m.)

The Committee sets aside, a short period at the commencement of the meeting when the public can ask questions or make statements in accordance with the rules of public participation as contained at the end of this agenda.

PART B – ITEMS FOR DECISION

8. **EVENTS UPDATE**

- a) To welcome Newton Abbot Rotary representatives Jame Camp and Nick Richards who will give an update on their Party in the Park event this summer and aspirations for 2025;
- b) Events Co-ordinator to give an update on the Summer and Autumn events which have taken place this year;
- c) Events Co-ordinator to give an update on forthcoming winter events.

9. **EVENTS 2025**

To review tabled events planned for next year and agree dates.

APPENDIX C

10. **EVENTS CO-ORDINATOR ROLE**

To receive a note from the Town Clerk on proposed Events Co-ordinator role revision October 2024 onwards

APPENDIX D

11. **INCOME & EXPENDITURE**

Events Sub-Committee Income and Expenditure Report for the period 1st April 2024 to 13th September 2024.

APPENDIX E

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PART C – ITEMS FOR INFORMATION ONLY

12. LATE CORRESPONDENCE (IF ANY)

Details will be tabled and will be for information only.

13. DATE OF NEXT MEETING

Wednesday 29th January 2024.

DISTRIBUTION

All Members of the Council
Representatives of the local press and Public Noticeboards
Nigel Canham, Communications Advisor
Jane Camp & Nick Richards – Newton Abbot Rotary Club

RULES FOR PUBLIC PARTICIPATION AT MEETINGS OF NEWTON ABBOT TOWN COUNCIL AND ITS COMMITTEES/SUB-COMMITTEES

The Council will set aside a short period at the commencement of each meeting when members of the public can ask questions or make statements.

Should an individual or representative of a group or body wish to address Members of the Council the following rules are to be followed: -

1. General

Members of the public may ask questions or make statements at ordinary meetings of the Council and its Committees and Sub-Committees. If an informal group have a common interest, one of their number is to be identified to speak on behalf of the whole.

2. Order

Questions/statements will be asked in the order notice of them was received, except that the Chairman may group together similar questions.

3. Notice

A question or statement may only be taken if notice has been given by delivering it in writing or by electronic mail to the Clerk no later than 48 hours before the day of the meeting.

4. Number

At any one meeting no person may submit more than one question/statement.

5. Scope

The Clerk may reject a question/statement if it:

- is not about a matter for which the local authority has a responsibility or which affects the Town of Newton Abbot;

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- is defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential information.

6. Speaking at the meeting

The Chairman will invite the individual to put the question/statement to the Meeting. If a questioner who has submitted a written question is unable to be present, they may ask the Chairman or Clerk to put the question on their behalf.

7. Supplemental question

A questioner who has put a question in person may also put one supplementary question without notice. A supplementary question must arise directly out of the original question or the reply. The Chairman may reject a supplementary question on any of the grounds in Rule 5 above.

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