



Events Committee Terms of Reference

The Committee is responsible to the Council and has the following remit:

1	MEMBERSHIP	The Committee will consist of at least 5 members of the Council. The Chairperson will be chosen by full Council and will hold office until the next Annual Meeting of the Council. All Council members not appointed to the Committee are to receive notification of the agenda and may attend in a non-voting capacity.
2	QUORUM	The quorum shall be a minimum of 3 members
3	VOTING	Members shall vote by show of hands, or if at least two members so request, by recorded vote. The Chairman shall in the case of an equality of votes, have a second or casting vote.
4	MEETINGS	Meetings will usually be held on alternate months on a Monday evening as amount of business dictates. The public and press shall be admitted to all meetings which may, however, temporarily exclude the public by means of a resolution. Confidential Business: Members of the Committee should not disclose matters of a confidential nature to any person not a member of Matlock Town Council. Any member doing so shall be removed from the Committee by the Council.
5	FUNCTION	To provide effective management of the Council's events, including the following: • Council events programme • Christmas parade • Civic Activities

		• Remembrance service & parade
6	DELEGATED POWERS	The Committee has full delegated powers over the Council's events with the exception of items requiring the use of earmarked reserves or general fund which should be addressed by full Council. The Committee may occasionally act on behalf of full Council should matters of an urgent nature require discussion.
7	REPORTING TO COUNCIL	A decision shall be taken at each Committee meeting as to whether any items should be referred up to Full Council.
8	REVISION	A review of the Events Committee membership and its duties will be taken annually, in May.