

Terms of Reference for the Events, Lighting, Town Guide & Map Committee



Type & Function: Committee of the Council
Report Author: David Liddle, Town Clerk
Adopted: 23 May 2018
Reviewed: 13 May 2020 & May 2021
To Be Reviewed: May 2022

<p>Voting Members Six members of the Town Council one of which is an ex-officio position for the Chairman or the deputy Chairman</p>	<p>Quorate Three</p>
<p>Meeting Location and Frequency Council Chamber a minimum of four times year</p>	<p>Clerk Assistant Clerk</p>
<p>Non-Voting Members Not applicable to this committee.</p>	
<p>Aim and Role</p> <p>Aim</p> <ol style="list-style-type: none"> 1. Work to improve and enhance the area within the Town Council's boundaries for the benefit of the community, businesses and visitors. To promote Filey and work to improve communication between local groups and organisations in the area. 2. Produce interesting and visually impactful Town Guide and Maps. <p>Roles</p> <p>The Committee is to:</p> <ol style="list-style-type: none"> i. Work with partners to create a town centre where shopping, working, living, doing business and spending leisure time are pleasant experiences ii. Build relationships with town centre businesses and to keep them informed of relevant public-sector developments. iii. To foster and develop relationships between businesses, the Chamber of Trade, Filey Tourism Association, the Council, and other Town Centre interests. iv. Manage the Council's Decorative Lighting scheme and other major seasonal or events related projects. v. To liaise with local groups and partner organisations in the planning of major events in Filey and the surrounding area. vi. Manage the process of compiling, drafting, creating, printing and distribution of Town Guide and Maps. vii. Set all service and cost prices in relation to the Town Guide and Maps, including adverts. This should be done at the same time as the budget is created. viii. Ensure donations and advert income is collected and accounted for. 	

Budgetary Control

Committee to have budgetary control of the following expenditure lines:

- 5159 Civic Travelling
- 5161 Civic Sunday
- 5163 Honorary Freeman
- 5165 Civic Memorabilia
- 6501 Business Christmas Trees
- 6502 Large Christmas Trees
- 6503 Maintenance
- 6504 Vandalism
- 6506 Decorative Lighting Scheme
- 6510 Town Crier's Outfit
- 6515 Yorkshire Day Event

Budgetary Oversight

Committee to have budgetary oversight of the following expenditure lines:

- 5151 Mayoral Allowance
- 5154 Council Dinner
- 5155 Mayors Xmas cards
- 5156 Civic Receptions
- 5157 Mayoral - Yorkshire Day
- 5158 Mayoral - Civic Wreath
- 5160 Civic Duties
- 6402 Guide
- 6403 Maps

Committee to have budgetary oversight of the following income line:

- 4710 Xmas Business Trees
- 4720 Decorative Lighting Scheme
- 4570 Guide Adverts
- 4580 Guide Donations
- 4590 Map Adverts
- 4595 Map/Guide Grants

Delegated Powers

- a. In relation to the Decorative Lighting Scheme, place orders for works, goods and services within the limitation of the approved annual budget. The Committee must approach the Finance & General Purposes Committee for any virements, budget changes or increased funds.
- b. Undertake contract tendering exercise on behalf of the Council in relation to events, bunting and decorative lighting. Note that the final decision rests with Council in relation to contracts and that the Committee should make a recommendation to Council for it to consider.
- c. Ensure a system for Risk Management and Health & Safety are in place for the areas within its control.

- d. Develop successful partnerships and work effectively with representatives from local groups and organisations and other authorities.
- e. Liaise with relevant organisations to identify best practice and identify issues and areas for improvement in the Town Centre e.g. traffic management schemes; town centre management schemes; improving the local economy; improving crime and disorder etc.
- f. Ensure that all relevant parties work together to deliver a vibrant, safe, accessible and sustainable town centre.
- g. Explore sponsorship and other financial support and resources for the town centre and events taking place with the Town Council area.
- h. Work with partners on promoting and organising events in the area.
- i. Consult and engage with the community on Town Centre issues and projects on behalf of the Council.
- j. To work with other groups and organisations to promote tourism to Filey and demonstrate what it has to offer to the wider community.
- k. Liaise with all necessary amenity groups, Local Authorities and Statutory bodies with regard to implementation of signage.
- l. Take a lead role in organising any events that the Town Council may decide to hold or is participating in.
- m. To nominate on behalf of the Council representatives to participate in joint working parties and to represent the Council on external committees in relation to event planning.
- n. Chairman to issue press statements regarding events and lighting on behalf of the Council.
- o. Manage the process of compiling, drafting, creating, printing and distributing the Town Guide and Maps.
- p. On an annual basis create a budget setting out the cost associated with the creation of a guide or map and the income that is expected. If a profit is projected the Committee must explain why and what it intends to do with it as part of the budget. The budget must be sent to the Finance & General-Purpose Committee before the 30 November.
- q. Power to set the cost of adverts. Costs for adverts and other services associated with the guide or map must be set out at the same time as the budget is created.
- r. Responsible for ensuring that all income associated with the guide and maps is accounted for.
- s. Chairman to issue press statements regarding the Town Guide and Map on behalf of the Council.

Annual Procedural Business

- a. Review the arrangements in place for the Decorative Lighting scheme and other major seasonal or events related projects.

- b. Review risk management and health & safety systems within the Committee's area of responsibility.
- c. Produce a Town Guide or Map.
- d. Set a budget for the next year's Town Guide or Map for inclusion as part of the Council's budget.
- e. Review the cost of services related to the Town Guide or Map, including adverts