

# Terms of Reference for the Events & Lighting Committee



**Type & Function:** Committee of the Council  
**Report Author:** David Liddle, Town Clerk  
**Adopted:** 23 May 2018  
**Reviewed:** 13 May 2020, May 2021 & May 2022  
**To Be Reviewed:** May 2023

<b>Voting Members</b> Six members of the Town Council.	<b>Quorate</b> Three
<b>Meeting Location and Frequency</b> Council Chamber a minimum of four times year	<b>Clerk</b> Town Clerk
<b>Non-Voting Members</b> Not applicable to this committee.	
<b>Aim and Role</b> <b>Aim</b> 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.  <b>Roles</b> The Committee is to: <ol style="list-style-type: none"> <li>i. Work with partners to create a town centre where shopping, working, living, doing business and spending leisure time are pleasant experiences</li> <li>ii. Build relationships with town centre businesses and to keep them informed of relevant public-sector developments.</li> <li>iii. To foster and develop relationships between businesses, Filey Trade &amp; Tourism Association, the Council, and other Town Centre interests.</li> <li>iv. Manage the Council’s Decorative Lighting scheme and other major seasonal or events related projects.</li> <li>v. To liaise with local groups and partner organisations in the planning of major events in Filey and the surrounding area.</li> </ol>	
<b>Budgetary Control</b> Committee to have budgetary control of the following expenditure lines: <ul style="list-style-type: none"> <li>• 5159 Civic Travelling</li> <li>• 5161 Civic Sunday</li> <li>• 5163 Honorary Freeman</li> <li>• 5165 Civic Memorabilia</li> <li>• 6501 Business Christmas Trees</li> </ul>	

- 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

Committee to have budgetary oversight of the following income line:

- 4710 Xmas Business Trees
- 4720 Decorative Lighting Scheme

### **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 variations, 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.

**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.