WETHERBY TOWN COUNCIL

EVENTS COMMITTEE
Terms of Reference

1. Introduction

1.1 The Events Committee is constituted as a Committee of Wetherby Town Council.

1.2 The purpose of the Events Committee is to oversee the strategic planning and organisation of all events hosted or sponsored by Wetherby Town Council, in line with the Council's agreed strategy and action plan. This includes, but is not limited to, the following events:

- The Civic Service
- Christmas Light Switch-on
- Christmas Carol Concert
- Window Dressing Awards
- Jubilee Awards
- The Annual Bonfire event
- Remembrance Sunday
- The Annual Summer event
- Privas Service
- Annual Film Screening

1.3 The committee is responsible for ensuring that events align with the Council's mission, goals, and values while providing value to the community and Council.

1.4 This Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference outlined below. Any recommendations outside these terms of reference shall be made to the Full Council.

1.5 The Events Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

2.1 The Events Committee shall consist of six members, to be elected annually at the Annual Meeting of the Town Council.

2.2 Three members of the Committee shall constitute a quorum.

2.3 Non-Councillor representatives of the local community, interest groups, businesses etc may not be appointed as members of the Events Committee.

2.4 The Chair shall be elected annually at the Annual Meeting of the Town Council and shall hold office until the next Annual Council Meeting.

2.5 In the event of the resignation, death or disqualification of a committee member during the year any vacancy on the Events Committee will be filled at the next meeting of the Full Council.

2.6 Substitutions are not permitted in the event of a committee member's absence from a meeting of the Events Committee.

3. Meetings & Voting

3.1 Meetings of the Events Committee will be scheduled at either the beginning of the year or at the Annual Town Council meeting. The Town Clerk, Chair, or any delegated officer on behalf of the Town Clerk may call extraordinary meetings of the Events Committee as necessary.

3.2 Members will be summoned to attend meetings which will usually be held in Wetherby Town Hall. Non-Members of the Committee may attend in their capacity as a Councillor but will have no more rights at committee meetings than members of the public.

3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

3.4 Members of the public shall, under the direction of the Chair, have the opportunity to speak at committee meetings in accordance with the Town Council's Standing Orders.

3.5 The Events Committee will take decisions at its meetings. Decisions will be taken by consensus whenever possible. However, if no consensus can be reached, a majority vote, based on one vote per member, will carry the decision, with the Chair having the casting vote if the vote is equal.

4. Documentation

4.1 Minutes of all meetings will be taken by the Town Clerk, or a delegated Officer of the council, and circulated for approval at the next committee meeting or Full Council meeting, whichever comes first. All minutes shall be submitted to the Full Council for information.

4.2 All correspondence will be conducted through the Town Clerk, or a delegated Officer, unless agreed otherwise by the committee.

5. Finance

5.1 The Events Committee shall have the delegated power to incur expenditure to facilitate any activities which fall within the Committee's terms of reference.

5.2 Wetherby Town Council will agree the budgetary provision for the Events Committee to fund their activities. The Committee shall aim to ensure that its activities are delivered at no net cost to Wetherby Town Council, unless otherwise approved by the Full Council/Events Committee.

5.3 The Events Committee shall have the delegated power to raise funds through sponsorship, sales, grant applications and other initiatives for the furtherance of the Committees' activities in accordance with the scope of these terms of reference.

5.4 The Events Committee shall have the delegated authority to submit grant applications in the name of Wetherby Town Council where required to facilitate any activities that fall within the committee's scope.

5.5 Surplus income generated from Wetherby Town Council Events, may be earmarked in reserves as a contingency fund for future events.

5.6 Bank interest generated from CIL monies held by Wetherby Town Council may be used by the Events Committee to support the running, enhancement, or provision of the Council's events and activities.

6. Scope

6.1 The Events Committee is responsible for strategic oversight of the event planning process, including agreeing event dates, budgets, and post-event evaluation. Day-to-day organisation and delivery of the event and its deliverables will be undertaken by Council staff, with support from committee members where appropriate.

6.2 The Events Committee is responsible for the following areas:

6.3 Developing and agreeing an annual schedule to align with organisational goals and priorities.

6.4 Conducting research and feasibility studies to identify potential event opportunities and target audiences.

6.5 Creating event proposals, including objectives, budgets, timelines, and resource requirements, for approval by the organisation's leadership.

6.6 Overseeing the development of marketing and promotional strategies, to generate interest and maximise attendance at events.

6.7 Establishing measures to ensure the safety, security, and accessibility of events and to mitigate reputational, financial and damage risk to the Council.

6.8 Solicitation of financial requirements for the production of events and activities, including sponsorships and donations to ensure events are as cost-effective as possible.

6.9 To work alongside authorised partner groups (if required) for example Universities/Colleges and community groups.

6.10 The Events Committee has the delegated authority to consult, appoint, and incur expenditure for external contractors where required to support the delivery or enhancement of Council events and activities.

6.11 Where a committee meeting cannot be convened within a practical timeframe, the Town Clerk has delegated authority to engage contracted support where necessary to ensure the progression and viability of council events, in line with the requirements outlined in the standing orders.

7. Review

7.1 The Events Committee's Terms of Reference are to be reviewed annually at the Annual Town Council Meeting of Wetherby Town Council.

These Terms of Reference were prepared by Dianne Rickaby, Clerk and RFO to the Town Council.

Signature Redacted.
Original can be viewed in the Town Council Offices, Wetherby Town Hall.

Signed: .....

Dated: 15/9/26

These Terms of Reference were adopted by the Town Council at its meeting held on 8th September 2026.

Signature Redacted.
Original can be viewed in the Town Council Offices, Wetherby Town Hall.

Signed: .....

Councillor Connor Mulhall, Mayor of Wetherby

Dated: 22/09/2026

These Terms of Reference were subsequently reviewed, and approved without amendment by the Town Council on:

Date:	**Signed by Chairman:**