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CYNGOR TREF LLANFYLLIN TOWN COUNCIL

MARKET & EVENTS COMMITTEE

TERMS OF REFERENCE

DOCUMENT REFERENCE: TOR-03

ADOPTED DATE: XX-XXX-XX

REVIEW DATE: XXX-XX

1 Purpose

The Market and Events Committee is established to oversee the planning, development, delivery, and evaluation of town markets and events, ensuring they contribute positively to the community, local economy, and town profile.

Its remit includes:

- Charter Market
- Christmas Market and Lights Switch-On
- Remembrance Sunday
- Other Community events approved by Full Council

The committee aims to support local commerce, foster community spirit, and deliver inclusive, enjoyable experiences that reflect the character and culture of the town.

2 Responsibilities

2.1 Programme & Planning

The Committee shall:

- Prepare an annual programme of markets and events, with proposed budgets, for Full Council approval.
- Manage and promote markets and events within the approved programme.
- Coordinate dates and arrangements with local organisations, businesses and community groups.
- Develop event plans identifying responsibilities, timescales, resources and operational arrangements.
- Recommend significant changes to the approved programme, including new major events, to Full Council.

2.2 Finance & Income

The Committee shall:

- Prepare budget proposals for consideration by the Policy & Finance Committee and Full Council.
- Monitor event and market income and expenditure against approved budgets.
- Review stallholder fees and other event charges and recommend changes through the Policy & Finance Committee to Full Council.
- Ensure booking payments, cash handling and income collection follow the Council's Financial Regulations.
- Seek external funding and sponsorship opportunities and refer proposed agreements for approval where required.
- Report anticipated overspends or financial commitments outside its authority promptly to Full Council.

2.3 Safety, Permissions & Risk

The Committee shall:

- Ensure appropriate risk assessments and event plans are prepared and reviewed before activities take place.
- Ensure relevant permissions, licences, insurance arrangements and venue approvals are in place.
- Plan for emergencies, adverse weather, cancellation and other foreseeable disruptions.
- Consider accessibility, inclusion, environmental impact and waste management.
- Ensure appropriate arrangements for first aid, public safety and safeguarding where relevant.
- Coordinate with relevant authorities, emergency services and professional advisers where required.
- Ensure any decision to postpone, cancel or stop an event is made under arrangements agreed in the event plan.

2.4 Stallholders, Contractors & Volunteers

The Committee shall:

- Oversee stallholder bookings, allocation of spaces and participation requirements.
- Ensure clear booking terms, payment arrangements and cancellation conditions.
- Ensure relevant documentation is obtained from stallholders and contractors, including insurance or safety information where required.

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- Coordinate volunteers, with clear roles, instructions and supervision.
- Liaise with suppliers and contractors through the Clerk or other authorised officers.
- Ensure commitments and instructions are issued only by persons authorised under the Council's approved arrangements.

2.5 Promotion & Evaluation

The Committee shall:

- Promote markets and events through appropriate Council communication channels.
- Encourage participation by local businesses, organisations and residents.
- Review attendance, participation, feedback and financial results.
- Identify improvements and make recommendations for future activities.

3 Membership & Chairing Arrangements

The Committee shall comprise no more than six Town Councillors appointed by Full Council, having regard to their interest or experience in markets, community events, local enterprise or event organisation.

The Council Chair shall have no automatic membership or chairing role on the Committee, but may be appointed by Full Council in the same way as other councillors.

The Committee shall elect a Chair and Deputy Chair from among its councillor members at its first meeting following the Council's Annual Meeting.

The Deputy Chair shall chair meetings in the Chair's absence. If both are absent, the councillor members present shall elect one of their number to chair that meeting.

Committee membership shall be reviewed at the Council's Annual Meeting. Full Council may fill vacancies or amend appointments during the year.

Non-councillors may be appointed in an advisory, non-voting capacity, subject to Full Council approval. They shall not count towards the quorum or be eligible to chair meetings.

The quorum shall be three councillor members.

3.1 Officer Support

The Clerk shall prepare and issue agendas and supporting papers, provide professional advice and maintain the Committee's official records.

The Clerk's attendance at Committee meetings shall be subject to available working hours and agreed priorities. Attendance at every meeting shall not be required.

The Committee shall arrange for a councillor member to take minutes at each meeting. Draft minutes shall be forwarded promptly to the Clerk for administrative checking, circulation and retention, and submitted to the Committee for approval.

The Clerk shall not be a Committee member and shall have no vote.

The Committee may receive advice from other officers or professional advisers where necessary. Attendance as an adviser shall not confer Committee membership or voting rights.

Event delivery responsibilities may be allocated to councillors, officers or volunteers through agreed event plans. Such allocation shall not confer authority to incur expenditure or enter commitments beyond the Council's approved delegations.

4 Meetings & Proceedings

The Committee shall:

- Meet at least once every two months and additionally as required for event planning and delivery.
- Conduct meetings in accordance with the Council's Standing Orders, Financial Regulations and Code of Conduct.
- Ensure agendas and supporting papers are issued by the Clerk in accordance with the Council's meeting notice and publication requirements.
- Conduct business within the published agenda.

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- Hold meetings open to the public and press, except where exclusion is resolved in accordance with applicable requirements for confidential business.
- Make decisions by majority vote of councillor members present and voting. The chair of the meeting shall have a casting vote in the event of a tie, in accordance with Standing Orders.
- Record attendance, declarations of interest, decisions and recommendations in the minutes.

Councillor members shall declare interests and participate or withdraw in accordance with the Council's Code of Conduct and Standing Orders. Any applicable dispensation shall be recorded.

Non-voting advisers shall disclose any relevant interests. Their involvement in the affected item shall be managed to protect the integrity of the Committee's discussions.

5 Delegated Authority

The Committee may:

- Approve and manage expenditure within its allocated budget and the limits authorised by Full Council.
- Make operational decisions for markets and events within the approved programme, existing Council policies and agreed budgets.
- Approve booking arrangements, stallholder management, marketing, event plans and risk assessments within its remit.
- Approve related works, goods and services within its delegated financial authority.
- Establish advisory working groups for specific projects, with clear tasks, membership and reporting arrangements.

Working groups shall report to the Committee and shall have no independent decision-making or spending authority.

All delegated decisions shall comply with the Council's Standing Orders, Financial Regulations, Scheme of Delegation and applicable policies.

Expenditure and commitments shall comply with procurement requirements, monetary thresholds and approval limits. Sufficient budget provision must exist before expenditure or a commitment is authorised.

Authority to approve expenditure does not itself confer authority on individual Committee members or advisers to sign contracts, instruct suppliers or make payments. These actions shall follow the Council's approved contractual, officer and payment arrangements.

6 Limitations on delegation

The Committee shall not:

- Approve the Council's annual budget.
- Authorise expenditure beyond approved budgets or delegated limits.
- Transfer budget provision between headings unless expressly permitted under the Council's Financial Regulations or authorised by Full Council.
- Approve a new major event outside the programme agreed by Full Council.
- Approve a material change to an event's scale, location or format that exceeds approved resources, departs from Council policy or creates risks outside approved arrangements.
- Set or amend Council policies, strategic priorities, fees or charges.
- Acquire, lease or dispose of land, property or assets where approval is reserved to Full Council.
- Enter into contracts or commitments extending beyond the current financial year without prior Full Council approval.
- Accept funding, sponsorship or grants that create match-funding requirements, continuing financial commitments or other obligations requiring Full Council approval.
- Take decisions involving staffing matters, formal complaints or legal proceedings.
- Take decisions otherwise reserved to Full Council by law or the Council's governing documents.

Matters outside the Committee's authority shall be referred to Full Council with a recommendation.

Urgent matters shall be handled under the Council's Scheme of Delegation and agreed event arrangements.

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7 Reporting and accountability

The Committee shall:

- Submit its minutes to the next Full Council meeting.
- Clearly distinguish decisions made under delegated authority from recommendations requiring Full Council approval.
- Report material budget variances, significant risks and matters requiring Council action.
- Submit a report to Full Council after each major event, covering delivery, attendance or participation, actual income and expenditure against budget, feedback, incidents and recommendations.
- Report progress on actions assigned to it by Full Council.

8 Review

These Terms of Reference shall be reviewed annually at the Council's Annual Meeting, or earlier where required by changes in responsibilities, legislation or Council procedures.

The Committee may recommend amendments. All amendments shall be approved by Full Council.

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