

## Lowestoft Town Council

### Terms of Reference for the Events and Communications Sub-committee of the Assets, Inclusion and Development Committee

1. The Events and Communications Sub-Committee has been established by the Assets, Inclusion and Development Committee.
2. **Duties.** The Sub-Committee's duties, as set out in these terms of reference, are defined and agreed by the Assets, Inclusion and Development Committee, which may vote, at any time, to modify, remove or increase the Committee's term.
3. **Meetings.** Meetings are to be held as and when required. This is likely to be monthly.
4. **Membership.** The membership of the Sub-Committee will be no fewer than quorum plus one (i.e. four Councillors). The chair will be elected at the first meeting of the sub-committee each council year. All members of the Sub-Committee are expected to represent the interest of the whole Council area. Any elected member can preside by agreement in the Chair's absence. A quorum will be three members of the Sub-Committee. Substitutes may be appointed to ensure that meetings are quorate. The Mayor will have automatic membership and full voting rights. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed with the Public Forum.
5. **Record of Proceedings.** The Sub-Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Sub-Committee's decisions and will be received at the next Full Council meeting and tabled as an appendix. The Clerk will be responsible for arranging the recording and distribution of the minutes.
6. **Responsibilities.** The Sub-Committee has delegated authority from the Assets, Inclusion and Development Committee to fulfil the following responsibilities, working in conjunction with the Clerk or any delegated officer: -
  - a. Events
    - i. Develop an annual calendar of events for the Council including annual events (such as the Annual Meeting of the Town, Remembrance Day, Holocaust Memorial Day etc.)
    - ii. Promote any Council events within the Council and to the wider community
    - iii. Liaise with other organisations concerning Lowestoft wide events and Council involvement in those events
    - iv. Consider applications for events held by other organisations on Council property when requested to do so by an Officer of the Council. Permission for Events will otherwise be granted by an Officer of the Council.
    - v. Allocate and manage budgets for Events within the budget allocated to the committee
  - b. Communications
    - i. Consider style and format of Council communications including templates
    - ii. Review website and suggest improvements and future content
    - iii. Consider potential leaflets, publications and promotional material
    - iv. Consider community engagement both via media and face to face contacts including surveys etc if part of the communications strategy.
    - v. Research external organisations and specialists who could assist with our Communication Strategy

- vi. Allocate and manage budgets for Communications within the budget allocated to the sub-committee
  - c. To work with the Assets, Inclusion and Development Committee on any inclusion policies involving communications or events.
  - d. To review its own remit and make recommendations to the Assets, Inclusion and Development Committee annually, or as required, on its Term of Reference.
  - e. Climate Emergency  
This Sub-Committee has an important role in ensuring that:
    - i. Actions under the Climate Emergency Declaration apply to events on its land
    - ii. Waste and environmental damage are avoided/reduced e.g. reduced reliance on plastic
    - iii. An appropriate amount of communication resource is applied to promoting practical action
7. **Financial Delegation.** Full Council has approved the following financial delegation to the Events and Communications Sub-Committee:
- a. Events budget.
  - b. Community Engagement budget.
- The per-item expenditure limit is £3,750 and expenditure will not exceed the total amount of each budget delegated to this Sub-Committee. A standing item on the Sub-Committee's agenda will ensure expenditure is monitored.