

HALSTEAD TOWN COUNCIL

Events Committee

Terms of Reference

Adopted by Council: 10 August 2026 Version: 1.0

Advisory Role — Recommendations Only

The Events Committee does not have delegated authority to make binding decisions. All resolutions passed by the Committee are in the form of recommendations only and must be referred to the Full Council for consideration and formal determination. No recommendation of the Committee shall take effect until adopted by the Council.

1. Purpose and Function

The Events Committee (the Committee) is an advisory committee of the Council. The Committee is established to provide oversight, coordination, and community input in relation to Council-supported and Council-hosted events, and to make recommendations to the full Council on events-related matters within the scope defined in these Terms of Reference.

The objectives of the Committee are to:

- Promote community participation, cultural diversity, and civic pride through Council events;
- Support the delivery of events that are safe, inclusive, financially responsible, and aligned with the Council's strategic plan;
- Provide a coordinated approach to the planning and oversight of the Council's annual events calendar;
- Encourage partnerships with local community organisations, businesses, and government agencies in the delivery of events.

The Committee's functions include making recommendations to the Council in relation to:

- The annual events calendar, including proposed new events, continuation or discontinuation of existing events, and the prioritisation of Council resources for events;
- Budgets, funding allocations, and sponsorship arrangements for Council events;
- Event policies and guidelines, including risk management, safety, accessibility, environmental sustainability, and alcohol management;
- Applications for Council support (financial or in-kind) from community organisations seeking to hold events within the town;
- Naming rights, branding, and sponsorship of Council events;
- Post-event evaluation reports and recommendations for continuous improvement;

- Any other events-related matter referred to the Committee by the Council or by the Town Clerk

2. Committee Membership

2.1 Composition

The Committee shall comprise the following members:

- 6 elected Councillors, appointed by the Council by resolution;

The Clerk shall attend Committee meetings in an advisory capacity.

The Chairman or any other councillor may attend meeting of the Events Committee, as an observer.

Neither the Clerk nor any other councillors attending are members of the Committee and shall not vote on any recommendation.

2.2 Current Members

Member	Category / Ward	Appointed By	Term Expires
Councillor 1	Janet Atkinson	Council	6/5/2027
Councillor 2	James Bond	Council	6/5/2027
Councillor 3	Malcolm Fincken	Council	6/5/2027
Councillor 4	Linda Hilton	Council	6/5/2027
Councillor 5	Gemma MacAndrews	Council	6/5/2027
Councillor 6	Jackie Pell	Council	6/5/2027

2.3 Quorum

A quorum for any meeting of the Committee shall be 3 members. No business may be transacted unless a quorum is present.

2.4 Vacancies and Casual Appointments

Where a casual vacancy arises in the membership of the Committee, the Council shall appoint a replacement member at the next practicable ordinary meeting of the Council. A casual appointment holds office for the remainder of the original member's term.

2.5 Term of Appointment

Elected Councillor members hold office for the duration of their term as a Councillor, unless they resign, cease to be a member of the Committee, or are removed by resolution of the Committee.

2.6 Conflicts of Interest

Members must declare any conflict of interest, whether actual, perceived, or potential, at the commencement of any meeting at which the relevant matter is to be considered. A member with a material conflict of interest in a matter — including where they have a direct financial or organisational interest in an event being considered — shall not take part in deliberations or vote on any recommendation relating to that matter.

3. Officer Positions

The Committee shall elect the following officers from among its elected Councillor members at the first meeting following each general appointment to the Committee:

Position	Responsibilities	Incumbent
Chairperson	Chairs all meetings; sets agendas in consultation with the Town Clerk; acts as spokesperson for the Committee; liaises with the Town Clerk on event priorities	Jackie Pell
Deputy Chairperson	Acts in the absence of the Chairperson; assists with agenda preparation; may represent the Committee at community or stakeholder forums	Linda Hilton
Town Clerk or Secretary	Records minutes; manages Committee correspondence; maintains records of events proposals and outcomes; coordinates distribution of papers to members	Sarah Greateorex

In the absence of both the Chairperson and the Deputy Chairperson from a meeting, the members present shall elect a Chairperson for that meeting from among the Councillor members present.

4. Meeting Times

4.1 Ordinary Meetings

The schedule of ordinary meeting dates for each calendar year shall be confirmed by resolution of the Council and published on the Council's website. Meeting dates should, where practicable, be aligned with the Council's annual events planning cycle to allow timely recommendations to be considered by the full Council.

Meeting No.	Date	Time	Venue
Meeting 1	24/08/26	19.00	Queens Hall
Meeting 2	2/11/2026	19.00	Queens Hall
Meeting 3	4/01/2027	19.00	Queens Hall
Meeting 4	5/4/2027	19.00	Queens Hall

4.2 Extraordinary Meetings

An extraordinary meeting of the Committee may be convened at any time by the Chairperson, or at the written request of at least 3 members of the Committee, to consider a matter of urgency (for example, an unforeseen event opportunity or a significant risk arising in relation to a scheduled event). Notice of a special meeting shall be given to all members no later than 5 working days before the meeting, together with an agenda specifying the business to be transacted.

4.3 Meeting Procedures

Unless otherwise specified in these Terms of Reference, Committee meetings shall be conducted in accordance with Standing Orders. Meetings are open to the public unless the Committee resolves to close a meeting to consider confidential information in accordance with Standing Orders.

All voting on recommendations shall be by show of hands unless a recorded vote is requested by a member. Minutes recording all recommendations made by the Committee shall be prepared by the Clerk and confirmed at the following meeting. Confirmed minutes shall be forwarded to the full Council at its next ordinary meeting, together with a schedule of recommendations for Council's consideration and determination.

4.4 Meeting Location

Meeting location will normally be at Queens Hall, or as otherwise notified. Meetings may be held in person, by electronic means, or by a combination of both, in accordance with applicable legislation and Council policy.

5. Reporting to Council

Following each ordinary or special meeting, the Chairperson (or their nominee) shall present the Committee's recommendations to the full Council at the Council's next ordinary meeting. The Council retains full authority to accept, reject, or modify any recommendation of the Committee.

Where the Council does not adopt a recommendation of the Committee, the reasons for that decision shall be recorded in the Council minutes. The Chairperson shall inform the Committee of the Council's determination in relation to each recommendation at the Committee's next meeting.

The Clerk shall provide the Committee with a written status report at each ordinary meeting, including updates on events in progress, upcoming events on the annual calendar, and any post-event evaluation outcomes.

6. Review of Terms of Reference

These Terms of Reference shall be reviewed after every Full Council election or whenever the Council considers a review to be necessary. The Committee may make recommendations to the Council regarding proposed amendments. Any amendment to these Terms of Reference requires a resolution of the full Council.