Agenda 21a, Enc xi)

EVENTS ADVISORY GROUP

Overview of advisory groups

The Town Council and any of its standing Committees can set up an advisory group to carry out tasks as defined by the Council or the Committee.

An advisory group can research and discuss issues but has no delegated functions.

An advisory group makes recommendations to the committee it is delegated to report to, the decision is then taken by that committee, or full council.

An advisory groups can be made up of Cllrs, Officers and members of the public. It is recommended that groups should be no less than three members.

An advisory group meeting, with officers as members, is not subject to the same regulations as a meeting of the Council or Committee. There is no requirement to issue a summons/agenda in advance of the meeting, to give access to the press/public, or to approve and publish minutes.

Decisions cannot be delegated to an advisory group, but in accordance with Section 101 of the Local Government Act 1972 can be delegated to an officer.

There should be clear terms of reference of the purpose and expectations of the advisory group. These will be approved by the Council or Committee.

Terms of reference of Events Advisory Group

All Members appointed to the advisory group will be deemed to have accepted this protocol and the terms of reference as approved by the Council.

The Terms of Reference and membership will be published on the Council's website.

1. **Membership**

The advisory group is made up of those Cllrs indicating interest (minimum 3) and the Communications and Engagement Officer.

2. **Frequency of meetings**

Meetings will be arranged as and when required and can be held in person or via Teams.

3. **Standards and Conduct**

Although it is recognised that meetings are more informal, the Council's Standing Orders and Code of Conduct still apply. In accordance with the Code of Conduct, any declarations of pecuniary and other interests will be required at each meeting.

4. **Undertaking**

The Events Advisory Group will research, discuss and make recommendations in respect of all events, either organised by, or seeking the involvement of Ashington Town Council. This will include, but is not limited to:

- Ashington Fair Day
- Great Big Green Week
- The Northumberland Miners Picnic
- Jack Charlton Football Event
- Remembrance Day Parade and Service
- Christmas Lights Switch-On

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EVENTS ADVISORY GROUP

The advisory group will seek ways to enhance the offer of the town to residents and visitors, with a calendar of events throughout the year.

Via events, the advisory group will seek to work with community organisations, businesses, and the school and college community to encourage greater engagement throughout the town.

5. Notes and meetings and reports

The Communication and Engagement Officer will be responsible for keeping the notes of meetings and any recommendations. Notes and recommendations will be shared with all members, prior to being received by the Council to support a recommended motion.

6. Budget

The advisory group do not have a budget, or delegated spending powers. A budget and delegated spending powers can be delegated to an officer, in accordance with Section 101 of the Local Government Act 1972.

7. Recommendations and decisions

Recommendations will be brought to the Finance and General Services Committee for agreement, as the Committee with overall responsibility for Recreation and Leisure.

To progress proper decision-making without delay, it will be usual for the Finance and General Services Committee to approve that operational decisions are delegated to the Communication and Engagement Officer once events and budget have been agreed.

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