

Events Sub – Committee

Membership	No limits specified
Reports to:	Leisure Committee
Delegated Authority:	Town Clerk and Deputy Town Clerk delegated authority for the organisation and expenditure of the event within the budget set by the Leisure Committee.

This Committee is to discuss, organise and plan the event within budget. All Councillors are requested to support the running of events as required.

The Events Sub-Committee is responsible for the following functions:

- 1 Planning Events and activities to be included in the Town Council's Events Plan within a budget set by the Leisure Committee.
- 2 Prepare progress reports and post event evaluation.
- 3 To provide recommendations on future budget provision for the events programme.
- 4 Work in partnership with outside organisations to financially support events run by external groups on behalf of the Town Council. e.g Arts Festival.

Agendas and minutes will be provided to all Town Councillors, City Councillors and County Councillors representing South Woodham Ferrers.