



# WELLINGTON TOWN COUNCIL COMMITTEE TERMS OF REFERENCE

<b>Committee Name</b>	<b>Economic Development</b>		
<b>Lead Officer(s)</b>	<b>Town Clerk Assets &amp; Events Officer</b>		
<b>Membership</b>	<b>7 Councillors</b>		
<b>Reports To</b>	<b>Full Council</b>		
<b>Date of Adoption</b>	<b>01 July 2024</b>	<b>Review Due</b>	<b>ATC Mtg 2025</b>

## 1. Purpose

1.1. To review, report on, make decisions, and recommendations to the Council on matters relating to events, promotion, tourism and heritage.

## 2. Summary of Responsibilities

2.1. The Committee shall have delegated authority to:

- 2.1.1. Review, develop and implement any event the Council wishes to organise.
- 2.1.2. Review, develop and implement the Council's festive lighting scheme.
- 2.1.3. Consider matters relating to the promotion of Wellington.
- 2.1.4. Consider matters relating to Tourism.
- 2.1.5. Consider matters relating to Heritage.
- 2.1.6. Consider all other matters relating to economic development activities.

**\* NB – where assets or property are specifically mentioned in another Committee's Terms of Reference, they shall remain the responsibility of that committee.**

2.2. To assist in its responsibilities, the Committee will appoint the following Sub-Committees or working groups and shall determine their membership and terms of reference. These groups shall make recommendations to the Committee for final resolution (or recommendation to Full Council) in accordance with these Terms of Reference.

- 2.2.1. Event Working Group

- 2.3. The Committee may appoint further Sub-Committees or Working Groups as required and will set their membership and Terms of Reference.
- 2.4. Sub-Committees or Working Groups shall be reviewed by the Committee each year at its first meeting following the Annual Town Council Meeting.
- 2.5. Where a matter is considered by more than one Committee, this Committee may make recommendations to other Committees where required.

**3. Spending Authority**

- 3.1. The Committee has delegated authority to incur expenditure where items relate to its core responsibilities as set out 2.1 above.
- 3.2. This Committee may incur expenditure from the following Cost Centres & Codes within the Council's Budget

Cost Centre	Cost Codes
Christmas	All codes
Town Centre	Summer Street Fair
	Town Centre Projects
	Remembrance & AFD
	Heritage
	Clocks

- 3.3. If the Committee wish to make a spend from a Cost Code or Centre not mentioned above, it should make a recommendation either to another appropriate Committee which does have delegated spending authority or to Full Council.
- 3.4. The Committee may not approve expenditure that will cause a budget line to become overspent. It may, however, make such recommendations to Full Council for final approval.
- 3.5. Where appropriate, the Committee may further delegate specific spending authority to Council Officers. Such spending must be in line with the Council's Financial Regulations, Standing Orders, and these Terms of Reference.
- 3.6. The Committee may prepare and approve any documents required for obtaining quotations and tenders. Awards of contracts procured through the tender process may be reviewed by the committee but must be recommended to Full Council for approval.
- 3.7. At each meeting, the Committee will review spending against the budget codes listed above.

**4. Reporting**

- 4.1. The Committee shall, by way of presentation of draft minutes, report to the next Full Council meeting after each meeting. If appropriate, the Committee Chairman may give a verbal update.

## **5. Membership**

- 5.1. The Committee shall comprise of seven Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.
- 5.2. At its first meeting following the Annual Council Meeting, the Committee shall appoint a Chairman and Vice Chairman for the coming Council year.
- 5.3. The Committee may appoint Lead Councillors for projects and other matters for consideration. Where a Councillor is not specifically appointed, the Chairman shall act as Lead Councillor. Lead Councillors will be authorised to work directly with Council Officers as appropriate and report updates to the committee.
- 5.4. All members of the Council are entitled to attend meetings and to speak on items on the agenda.

## **6. Operation**

- 6.1. The Committee has power to operate only as set out in these Terms of Reference and the Council's Standing Orders as applicable.
- 6.2. Meetings shall be held once per month.
- 6.3. The Quorum of the committee is four Councillors. No business may be transacted at a meeting unless the set quorum of Councillors is present and eligible to vote.
- 6.4. If both the appointed Chairman and Vice Chairman are not present at the start of a meeting, the Committee will appoint another Councillor to act as Chairman for that meeting.
- 6.5. These Terms of Reference will be reviewed each year at the Annual Meeting of the Council. Changes may also be made by resolution at Full Council. The Committee can instigate any change by way of a recommendation.