

Events, Arts, Culture, Heritage & Events Committee

Terms of Reference



1. Purpose

The Arts, Culture, Heritage and Events Committee is established to support the Town Council in promoting and coordinating local events, arts initiatives, and heritage projects that enhance community engagement and cultural appreciation. Make recommendations to the Town Council in relation to High Lea Hall. The Committee serves as an advisory body with no delegated decision-making authority.

2. Membership

- The Committee shall consist of at least three Town Councillors appointed by the Town Council.
- Non-Councillor members with relevant expertise or interest may be co-opted in an advisory capacity, subject to Town Council approval.
- The Chair and Vice-Chair of the Committee shall be appointed at the Town Council's Annual Meeting.
- The quorum for meetings shall be three councillor members.

3. Responsibilities

The Committee's primary role is to research, develop, and make recommendations to the Town Council on:

- Organising and supporting community events, celebrations, and commemorations.
- Promoting and preserving local arts, culture, and heritage initiatives.
- Engaging with local organisations, schools, businesses, and residents to encourage participation in cultural activities.
- Seeking funding opportunities, including grants and sponsorship, to support events and heritage projects.
- Promoting inclusivity and accessibility in all activities.
- Advising on marketing and communication strategies for events and heritage projects.
- To manage, preserve and promote the use of the town's historical records, artefacts, and treasures as outlined in the Local Government (Records) Act of 1962.
- To monitor and make recommendation on the Heritage Centre High Lea Hall budget.
- To work alongside the Finance, Assets & Buildings Committee to monitor and assess any maintenance and repair works needed, ensuring compliance with health and safety regulations.

4. Meetings

- The Committee shall meet when summoned, and will report its recommendations to the next available Town Council meeting.
- Committee meetings will be open to the public and involve and encourage public participation in discussions
- Minutes of all meetings shall be recorded and submitted to the Town Council to note.
- The Committee shall operate transparently, encouraging community input where appropriate.

5. Authority & Reporting

- All recommendations and proposals must be approved by the Town Council before implementation.
- Any financial matters must be referred to the Town Council for consideration and approval.

6. Review

- These Terms of Reference shall be reviewed annually at the Town Council's Annual Meeting and amended as necessary.

7. Dissolution

- The committee can be dissolved by a vote of Councillors at a Town Council meeting.