

Terms of Reference: Cowbridge with Llanblethian Town Council

Community Events Working Group

1. Purpose:

The purpose of the Cowbridge with Llanblethian Town Council Community Events Working Group is to facilitate the planning, coordination, and execution of community events within the wards of Cowbridge with Llanblethian Town Council. The Working Group aims to enhance community engagement, promote local initiatives, and contribute to the overall vibrancy and well-being of the community.

2. Membership:

The Working Group shall consist of a diverse representation including:

Two members appointed by the Town Council, the Community Engagement Officer, representatives from the community, and relevant stakeholders.

3. Responsibilities:

The responsibilities of the Community Events Working Group include, but are not limited to:

Identifying and assessing potential community events that align with the objectives of the Town Council.

Planning and organising community events, including Christmas, May Day, Mayor Making, Civic Sunday, Remembrance Sunday, cultural celebrations, and recreational activities.

Coordinating with relevant stakeholders, including local businesses, community groups, authorities, and service providers, to ensure successful event execution.

Securing necessary permits, licenses, and permissions for hosting events in compliance with local regulations and safety standards.

Developing event budgets, fundraising strategies, and sponsorship opportunities to support event costs.

Promoting community events through various channels, including social media, local publications, and community notice boards.

Evaluating the effectiveness and impact of community events and making recommendations for improvement.

Reporting regularly to the Town Council on the progress, challenges, and outcomes of community events initiatives.

4. Authority:

The Community Events Working Group will make recommendations and take actions within the scope of its responsibilities as outlined in these Terms of Reference. Major decisions or proposed changes requiring significant financial commitments or policy adjustments shall be presented to the Town Council for approval.

5. Meetings:

The Chair of the Working Group shall call regular meetings, as necessary, to discuss upcoming events, review progress, address challenges, and make decisions. The frequency of meetings shall be determined by the Chair in consultation with members.

6. Chairperson:

The Chair of the Community Events Working Group shall be appointed by the Town Council from among the members of the Working Group. The Chair shall prepare agendas, arrange minute taking, chair meetings, facilitate discussions, represent the Working Group at Town Council meetings, and ensure the effective functioning of the group.

7. Duration:

The Community Events Working Group shall operate as determined by the Town Council, with the option for renewal or dissolution based on the ongoing needs and priorities of the community.

8. Amendments:

These Terms of Reference may be amended or revised by the Town Council as necessary, with input from the Community Events Working Group and relevant stakeholders.

Adopted by: Cowbridge with Llanblethian Town Council

At the Annual Statutory Meeting;

Date of Adoption: 22nd May 2024