

Terms of Reference — Community Event Working Party

Dalton with Newton Town Council Community Event Working Party – Terms of Reference

1. Establishment

The Community Event Working Party (“the Working Party”) is established by Dalton with Newton Town Council under the authority of the council’s resolution dated

2. Purpose

The purpose of the Working Party is to assist the council in planning, organising, and coordinating a community event to be held in 2026. The Working Party will act in an advisory capacity only and shall make recommendations to the council for approval.

3. Status

- The Working Party is not a formal committee or sub-committee under the Local Government Act 1972.
- It has no delegated decision-making powers and cannot authorise expenditure or enter into contracts on behalf of the council.
- All decisions, financial commitments, and public communications in the council’s name must be approved by the council.

4. Membership

- Membership shall comprise councillors and local residents, as approved by the council.
- The Working Party shall normally be chaired by a councillor appointed by the council.
- Membership may be reviewed or amended by the council at any time.
- The Clerk may attend meetings in an advisory or administrative capacity if required, but attendance is not mandatory.

5. Meetings

- Meetings will be held on an informal basis as and when required.
- The Working Party is not subject to the Public Bodies (Admissions to Meetings) Act 1960; therefore, meetings are not required to be open to the public.
- Notes of meetings should be kept to record progress and any recommendations to be submitted to the council.

- The Working Party will report to the council on a regular basis and seek approval for any proposed expenditure or actions.

6. Conduct and Governance

- Members of the Working Party shall operate in accordance with the council's Code of Conduct (for councillors) and with the principles of respect, equality, and transparency.
- Non-councillor members are expected to adhere to the same standards of behaviour.
- The council's insurance, safeguarding, and data protection policies apply to all activities undertaken on its behalf.

7. Duration

The Working Party shall exist until the completion of the event and submission of a final report to the council, unless the council resolves otherwise.