



Whitchurch Town Council

Cultural & Civic Centre Committee

To include all functions of Live @ the Civic

Terms of Reference

November 2019

7 Members of Council

Quorum = 3 Councillors

Function of Committee Column 1	Delegation of Functions Column 2
<p>1. Entertainment & the Arts</p> <p>1.1 Power to provide entertainment and support of the arts, Local Government Act 1972, s145</p> <p>1.2 Power to promote lotteries, Lotteries & Amusements Act The Licensing Act 2003 (Amendment of Act 1976, s7).</p> <p>1.3 Power to coordinate and provide entertainment, e.g., music, theatre, films, children's activities, to promote the Civic Centre as an entertainment venue.</p> <p>1.4 Power to develop and promote the arts and development of cultural activities.</p>	<ul style="list-style-type: none"> • Committee within policy and budget and operational management to Town Centre Management • Committee within policy • Operational management to Town Clerk • Committee within ToRs, policy & budget • Operational management to Town Clerk
<p>2. Events both in Town, within the Civic Centre and Public Realm</p> <p>2.1 To coordinate and promote access to all events organised by the Cultural & Civic Centre Committee</p> <p>2.2 To organise and promote Whitchurch Town Council events.</p> <p>2.3 To run and manage festivals. The Parish & Community Councils (Committees Regulations 1990 s2476.</p> <p>2.4 To coordinate all subsequent services required for an event, including security, ticketing and bar</p> <p>2.5 To develop a brochure to advertise a programme of events</p> <p>2.6 To coordinate a marketing campaign for each individual event</p> <p>2.7 To research and liaise with artists</p> <p>2.8 To encourage visitors, promote tourism and provide conference and other facilities. Local Government Act 1972 s144.</p>	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk • Strategic overview to Committee within policy and budget • Operational management to Town Clerk • Strategic overview to Committee within policy and budget • Operational management to Town Clerk • Strategic overview to Committee within policy and budget • Operational management to Town Clerk • Strategic overview to Committee within budget • Operational management to Town Centre Manager • Operational management to Town Centre Manager • Operational management to Town Centre Manager
<p>3. Markets</p> <p>3.1 To operate the indoor and outdoor markets. Food Safety Act 1990 & Whitchurch Market Rights</p> <p>3.3. To advise Council on the Market Policy</p> <p>3.4 To work in partnership with other market associations to further develop and grow the market</p>	<ul style="list-style-type: none"> • Strategic overview to Committee within policy & budget • Operational management to Town Clerk • Committee • Strategic overview to Committee within policy & budget • Operational management to Town Centre Manager
<p>4. Christmas Lights</p> <p>4.1 Power to purchase, install and maintain Christmas lights for the improvement of tourism and festive enjoyment. Provision directly or indirectly of Christmas lights.</p>	<ul style="list-style-type: none"> • Strategic overview to Committee within policy & budget • Operational management to Town Centre Manager
<p>5. Encouraging Volunteering</p> <p>5.1 To encourage volunteering, using the Council's volunteering policy, to help facilitate activities</p> <p>5.2 Clear instructions/Job Roles are to be written and allocated to volunteers so that they are fully informed on what they can and cannot do for and on behalf of this Committee.</p> <p>5.3 Whitchurch Town Council has a statutory duty to ensure so far as is reasonably practicable, the health, safety and welfare at work of not only employees but also other</p>	<ul style="list-style-type: none"> • Strategic overview to Committee within budget • Operational management to Town Clerk, to delegate as appropriate. • Strategic overview to Committee within budget • Operational management to Town Clerk, to delegate as appropriate. • Health and Safety at Work Act 1974, s3. • Strategic overview to Committee within budget and policy • Operational management to Town Clerk, to delegate as

persons, which would include volunteers	appropriate.
<p>6 Conflict of Interest & Confidentiality</p> <p>6.1 The Local Government Act identifies direct and indirect conflicts of interest which require disclosure as and when they arise. Members of the Cultural & Civic Centre Committee must be fully aware of their responsibilities regarding the management of interests in relation to the discharge of their duties as members of the Committee.</p>	<ul style="list-style-type: none"> • Strategic overview to Committee within Code of Conduct and Interests and Standing Orders
<p>7 Tourism</p> <p>7.1 To manage the Town's Tourist Information Centre with the Civic Centre</p> <p>7.2 To promote and encourage Tourism for Whitchurch Town and encourage the involvement of local groups, organisations and businesses.</p>	<ul style="list-style-type: none"> • Operational management to the Town Clerk • Operational management to the Town Clerk via working group.
<p>8 Quorum & Voting</p> <p>8.1 All members of Whitchurch Town Council who are elected to this Committee may have a vote.</p> <p>8.2 Power to appoint non-councillors to committee LGA 1972, s102(3) All co-opted members of the public (up to five members in total) may have a vote.</p> <p>8.3 Non-Councillor Committee Members to adhere to Councillor Code of Conduct (Localism Act 2011 [S30]).</p> <p>8.4 Role of both Chair & Vice Chair will always be held by elected Councillors. The Chairman of the meeting will always have a casting vote. (LGA 1972 [S12 para 18])</p>	<ul style="list-style-type: none"> • Strategic overview to Committee within Code of Conduct and Interests and Standing Orders • Committee • Operational management to the Town Clerk • Operational management to the Town Clerk
<p>9 Minutes</p> <p>9.1 The minutes from each Cultural & Civic Centre Committee to be sent to Full Council for ratification.</p>	Operational management to Town Centre Manager

NB. Any action delegated to the Town Clerk may in his/her absence be undertaken by the Assistant Town Clerk after seeking relevant advice as necessary if the matter cannot wait until the Town Clerk returns.