

TERMS OF REFERENCE DOCUMENT



Committee: Tourism and Leisure (T&L)

Date of Inception:

Current Status			
Version	3.0	Approving Body	Full Council
Date	06.06.16	Date of Approval	01/02/2017
Responsible Officer	Town Clerk	Minute Reference	009/17(B)(1)
Oversight Committee	Tourism & Leisure	Review Date	

Version History			
Date	Version	Author/Editor	Comments
07.08.13	1.0	T&L Committee	Adopted by Full Council
16.03.15	2.0	Town Clerk	Draft pre-committee
07.07.15	2.1	Town Clerk	Draft for Committee
06.06.16	3.0	Town Clerk	Annual Review
07.06.16	4.0	Deputy Town Clerk	Committee Review

Review Record				
Date	Type of Review Conducted	Stage Completed	Summary of Actions Taken or Decisions Made	Completed By
16.03.2015	Annual Review	Yes	Update	Town Clerk
06.06.2016	Annual Review		Update	Town Clerk

TERMS OF REFERENCE DOCUMENT

1.0 Membership

Membership of this committee is to be re-elected annually at the Annual Meeting of the Town Council.

- 1.1 The T&L Committee to consist of eight members of the Council (wherever possible all genders should be represented).
- 1.2 The Committee Chairman and Vice Chairman are to be elected annually by the T&L Committee at the first meeting after the Annual Council Meeting of Newquay Town Council and shall hold office until the next Annual Council meeting.

2.0 Aims

To provide effective, efficient and professional management of all events organised by the Town Council and to promote and improve the Tourism and Leisure offer of Newquay in conjunction with the Tourist Information Centre and respective committees.

3.0 Objectives

- 3.1 To boost the Tourism and Leisure offer of Newquay, including the provision and support of new and existing events, band concerts, festivals and attractions within Newquay on behalf of Full Council.
- 3.2 To oversee and manage the effective transfer and running of the Library and One Stop Shop service from Cornwall Council.

4.0 Meetings

- 4.1 The committee shall meet a minimum of 4 times in a Municipal year, on the second Tuesday after a Full Council meeting in each quarter (meetings will not normally be held in May, August and December), with Special meetings being called as required by the Town Clerk, through normal procedures defined in Standing Orders.
- 4.2 Members will be summoned to attend meeting which will be held in the Council Offices and a Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.
- 4.3 The Town Clerk may attend any meeting to offer advice, guidance and support.

5.0 Documentation

- 5.1 The minutes of all meetings shall be recorded by an officer of Newquay Town Council, scheduled by the Town Clerk and circulated at Full Council meetings of Newquay Town Council.
- 5.2 All resolutions and recommendations to Full Council shall be recorded in the minutes of the meetings.

TERMS OF REFERENCE DOCUMENT

6.0 Accountability

- 6.1 The T&L Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to Full Council and may require another committee's input before a decision is made by Full Council or another responsible committee.
- 6.2 In some circumstances, officers have delegated powers to act on behalf of both the committee and Full Council under a separate Scheme of Delegation.

7.0 Scope

The T&L Committee have delegated powers:

- 7.1 to make decisions and project manage any Newquay Town Council events which fall within the budget of this committee.
- 7.2 To submit a report to the Annual Report and/or Annual Town Crier magazine (or equivalent)
- 7.3 to spend up to its annual budget, without the requirement to go back to Full Council for approval; subject to such spends falling within the remit of Tourism and Leisure and are T&L committee projects, budgeted for in-line with Financial Regulation 3.1.
- 7.4 to establish an Annual Committee Budget for approval by Full Council no later than November each year in-line with Financial Regulation 3.1.
- 7.5 to consider and make relevant decisions on any matter referred to it by Full Council.
- 7.6 to recommend to Finance and Policy having its unspent budgets (if applicable) placed within a T&L Committee contingency reserve in accordance with Financial Regulation 3.3. Such a contingency would be controlled by the T&L Committee, but would be subject to getting spending approval from Full Council in accordance with Financial Regulation 3.4.
- 7.7 to appoint Sub-Committees and Working Parties which shall report to it in accordance and within the scope of Standing Orders 4.a. – 4.d.(vi.) inclusive.
- 7.8 to accept and set the terms of reference of any T&L Sub-Committee or T&L Working Party which it sets up, but the

TERMS OF REFERENCE DOCUMENT

terms of reference must adhere to the T&L Committee's remit and terms of reference.

- 7.9 to provide up to two representative members on the Killacourt Stakeholder Group and up to two representative members on the Killacourt Management Group. Both groups are chaired by the Town Clerk and are empowered to make decisions over booking enquiries and general daily management of the booking process, including fees charged. The representatives have delegated authority from the T&L Committee to make such decisions on behalf of the T&L Committee and Full Council.
- 7.10 to consider and investigate sources of external funding (including grants) for Tourism and Leisure related projects, but should always involve the Finance and Policy Committee unless there is not enough time for the Finance and Policy committee to feed in or handle the application.
- 7.11 to handle, fund or support the following initiatives as per its budget for 2016-17:
- 7.11.1 *Killacourt Events*
 - 7.11.2 *Christmas Fayre*
 - 7.11.3 *Christmas Parade (note this requires EDGP approval)*
 - 7.11.4 *Fish Festival*
 - 7.11.5 *Carnival*
 - 7.11.6 *New Year's Eve Fireworks*
 - 7.11.7 *Flora Dance*
 - 7.11.8 *Harbour Sports Day*
 - 7.11.9 *St Columb Minor Christmas Grant*
 - 7.11.10 *Any other community events which promote T&L*
 - 7.11.11 *Band Concerts*
 - 7.11.12 *Information Boards and Event Boards*
 - 7.11.13 *Lowender Peran*
- 7.12 to be responsible for the Town Crier including any associated events.
- 7.13 to be responsible for the transfer and operational policy setting of the Library and One Stop Shop service, although any changes that affect staff must be done in consultation and with the agreement of both the Staffing Committee and Town Clerk.

8.0 Review

TERMS OF REFERENCE DOCUMENT

The T&L Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting. Any changes must be recommended to Full Council for approval.

Date Compiled/Reviewed:	10.01.2017
Date Referred to Committee:	10.01.2017
Decision:	Recommend to Full Council
Minute Reference:	T008/17
Date of Full Council Meeting:	01.02.2017
Decision:	
Minute Reference:	