

**Events sub-committee** – agreed by Full Council on 22 November 2016

*Objective*

To agree and plan regular and one-off events for the Town Council

*Specific*

1. To agree dates and venues of Town Council events, including Annual Assembly
2. To recommend budgets for each event to the ER&TD Committee
3. To arrange publicity for events

*Membership*

The membership shall be a minimum of three Councillors. Non-Councillors may be added to the sub-committee as required.

*Mode of operation*

To meet as required to co-ordinate event planning.

To report to the External Relations and Town Development Committee.