Exmouth Town Council
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FESTIVAL & EVENTS WORKING PARTY

Purpose: The Working Party has delegated authority to oversee all matters in relation to the delivery of the annual Exmouth Festival, Christmas fair and other community events, and to commit to expenditure on behalf of the Town Council, providing it is within the limits of the associated budget approved by Full Council each year.

Membership: The Working Party will be made up of no less than six Exmouth Town Councillors, with an option to co-opt non-voting members of the public (with relevant experience).

Quorum: Three members

Power: Local Government Act 1972, s 145

Delegated Authority: Yes – expenditure on revenue items may be authorised up to the amount included for Exmouth Festival and Events in the approved budget.

1. Terms

1.1. The Council's Standing Orders apply to all meetings of the Working Party.

1.2. The Working Party shall be appointed on an annual basis at the Annual Meeting of the Town Council.

1.3. The first order of business of the first meeting of the Working Party after its annual appointment will be to elect a Chairman.

1.4. The Chairman and Vice Chairman of the Council shall be Ex-officio, non-voting members of the Working Party.

1.5. The Working Party will meet twice a year. Additional meetings will be arranged as required.

1.6. Meetings shall not be open to the public unless the Committee feels it appropriate to include the press and public for specific items.

1.7. Members of the Working Party will receive an agenda and supporting papers in accordance with the Council's Standing Orders.

1.8. Notice of meetings and minutes will be published in accordance with the Council's Standing Orders.

1.9. Members of the Working Party must be familiar with Exmouth's Town Council's current Climate Plan. The Climate Plan should be referenced as part of any decision-making

process.

2. Responsibilities

2.1. To promote Exmouth as a successful and vibrant seaside town by offering a range of free, accessible events aimed at supporting and improving the social, economic and cultural life of the town for the benefit of its residents, businesses and visitors.

2.2. To deliver the annual Exmouth Festival, and other community events, within the allocated Town Council budget, to include securing grant and business sponsorship.

2.3 To place orders for works, goods and services within the limitation of the approved annual budget of the areas within its control.

2.4 The Working Party shall approach the Finance Committee for any budget changes or increased funds should it become necessary

Adopted by Exmouth Town Council on 13th May 2024.

Reaffirmed 18th May 2026
Review date: May 2027