

TENTERDEN TOWN COUNCIL - TERMS OF REFERENCE

Sub-Committee name:	May Fayre Sub-Committee
Standing Committee:	Finance & General Purposes Committee
Membership and appointment:	Membership is to comprise – (a) Any Councillor appointed by the F&GP Committee for the period of one year and (b) other Councillors and non-Councillors co-opted by the Sub-Committee for a period of up to one year
Chairing:	The Sub-Committee shall elect its own chairman for such term as it thinks fit, not exceeding one council year at a time, and may change chairman as it thinks fit, in each case on the basis of a vote by the majority of Sub-Committee members in attendance
Frequency of meetings: and quorum:	The Sub-Committee shall meet (a) as often as it deems appropriate to keep abreast of developments relating to its functions and delegated authority or (b) on the advice of the Standing Committee
Quorum:	Half of the Councillor members
Record of meetings:	<p>A member of the Sub-Committee shall be appointed at each meeting of the Sub-Committee itself (by majority vote of the members of the Sub-Committee in attendance) to take the minutes of that meeting. Such minutes shall be made publicly available, unless</p> <p>(a) the information therein is of a commercially sensitive nature or (b) doing so would constitute a breach of data protection law</p> <p>Where the Sub-Committee is involved in meetings with third parties and no formal minutes are taken, a member of the Sub-Committee shall report to the Standing Committee on the discussion and the outcome of the meeting. The committee shall decide whether the whole or any part of any such report shall be treated as confidential</p>
Reporting mechanism:	The Sub-Committee shall report to the Committee as often and in such manner as the Sub-Committee deems appropriate in order to keep the Committee informed of progress, and also on request by the Committee. Such reports shall be publicly available unless the Committee or the Council decides otherwise under Standing Order 1C

**Functions &
delegated authority:**

The role of the Sub-Committee is to –

- Arrange & organise the annual May Fayre
- Ensure (in liaison with the Town Clerk's office) that insurance is in place for the May Fayre and all associated events
- Ensure that, where appropriate, risk assessments have been provided by all stall holders and organisations involved in the May Fayre, and that they have been supplied to the Town Clerk's office
- Ensure that the appropriate notices have been submitted to Ashford Borough Council, Kent Police and Kent Fire & Rescue Service
- Ensure that the appropriate licenses and consents have been obtained from the relevant authorities
- Work with the Town Clerk to ensure timely processing of financial transactions (receipts & payments)