



## Morecambe Town Council

Morecambe Town Hall,  
Marine Road  
Morecambe  
Lancashire  
LA4 5AF

[www.morecambe.gov.uk](http://www.morecambe.gov.uk)

### **Sponsorship and Events Committee - Morecambe Town Council - Terms of Reference Adopted - 25 May 2023**

#### **1. Objective**

This Committee is constituted in order to discharge the Sponsorships and Events of Morecambe Town Council.

This Committee will consider all relevant sponsorship and event applications and consider whether or not to approve these on behalf of the Council.

This Committee may also consider a schedule of Council led events, competitions and lotteries and explore new sponsorship opportunities.

#### **2. Membership**

Membership shall consist of ten members, elected annually, along with the Chairman and Vice Chairman of Morecambe Town Council who may attend the Committee in an ex-officio capacity without voting rights.

The Chairman of the Committee shall be elected by the Council. The Vice Chairman of the Committee shall be elected by its membership.

A quorum shall consist of five members.

#### **3. Areas of Responsibility**

The Sponsorship and Events Committee has the authority delegated in sub paragraphs i) to xi) set out below.

- i) To meet as frequently as required to consider applications for sponsorship and events received by Morecambe Town Council and approve appropriate grants for applications within the budget delegated to this Committee up to a maximum sum of £3,000.00, with any grants in excess of this sum being referred to a full council meeting for approval;
- ii) Where necessary, meet with applicants to discuss the detail of their application;
- iii) Agree any conditions that should be applied to individual sponsorship awarded;
- iv) Recommend any amendments to the Council in relation to the application procedure or criteria;
- v) Ensure that applications are assessed fairly, taking into account how closely they meet the criteria;
- vi) Approve an annual timetable for applications, should the Committee consider one to be appropriate;
- vii) Agree and arrange a schedule of events, along with necessary expenditure, for the benefit of residents of Morecambe, within the budget delegated to this committee up to a maximum sum of £3,000.00 per event, with any expenditure in excess of this sum being referred to a full council meeting for approval;

- viii) To ensure that organisers complete any necessary risk assessments assessments and obtain required permission, event licenses or other agreements that are required to be obtained prior to any event;
- ix) To agree the rules, procedures and expenditure for any competition undertaken as an event;
- x) To agree the rules, procedures and expenditure for any lottery undertaken as an event;
- xi) To assess the budget requirements of this Committee annually and submit this request to the Proper Officer for budget consideration.

The Proper Officer has delegated authority to incur expenditure in relation to Council led events in consultation with members of the Committee, without a meeting being called.

## **5. Meetings**

The Proper Officer may call Sponsorship and Events Committee meetings when necessary.

The Chairman, or two other members, of the Sponsorship and Events Committee may also call a meeting of the Sponsorship and Events Committee.

All meetings of the Sponsorship and Events Committee will be minuted.

## **6. Review**

The terms of reference of the Sponsorship and Events Committee are to be reviewed annually.