**BROADSTAIRS & ST PETER’S TOWN COUNCIL**

**TERMS OF REFERENCE FOR**

### THE EVENTS, LEISURE AND TOURISM COMMITTEE

**Updated and approved by Council at the meeting 30th June 2025 (min 656).**

## MEMBERSHIP

* The Leisure & Tourism Committee shall consist of a minimum of eight Councillors.
* Councillor members shall have full voting rights on the committee.
* Non-councillor members shall have no voting rights.

## PROCEDURES

* At the first meeting of the committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the committee membership. The Chairman and Vice Chairman may be re-elected.
* Grants: The Committee has authority to allocate grants of up to £5000 per applicant per year subject to the allocated budget limit. Larger grant applications are to be approved by Full Council.
* The annual budgeting process will allocate funds to the Committee which will propose how they will be spent.
* The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.
* The quorum for the committee shall be three. Business cannot be transacted with fewer than three voting members present.

## FREQUENCY OF MEETINGS

* The Committee will normally meet four times per year. The schedule will be established by the Clerk and the Chairman of the Committee and published along with all other committee meetings.
* Meetings will take place at Pierremont Hall or other suitable venue or online subject to legislation and will be open to the public.

## COMMITTEE FUNCTIONS –

The Committee shall consider events and other matters which benefit the leisure and tourism sectors of the town.