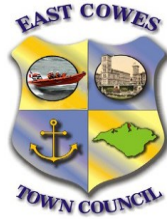


# East Cowes Town Council



## Terms of Reference

### Theatre Committee

#### 1 Aim of the Committee

The aim of the Committee will be the development of performing Arts in East Cowes and to support the East Cowes Community pantomime/theatre group in the production of an annual pantomime and any other agreed theatre production. To ensure that any profits generated by the Amy White Theatre group are used to enhance and improve the theatre and performances, which are financially or otherwise, supported by East Cowes Town Council.

#### 2 Membership

- 2.1 The Committee shall comprise of 7 members; comprising 5 Town Councillors, appointed at the annual meeting of the Full Council, and 3 non-voting members and one deputy from the pantomime/AWT group, nominated annually in May from within their cohort.
- 2.2 The Chair of the committee shall be a town councillor and will be elected at the annual meeting of the committee (to be held following the annual meeting of the Full Council) for the forthcoming year. The election of this position shall take immediate effect.
- 2.3 Casual councillor vacancies will be filled at the next available meeting of the council.

#### 3 Roles and Responsibilities

- 3.1 The Committee, through the Town Council, will be responsible for all finances associated/generated with/by the annual pantomime and/or any other theatre production. This will include banking of monies and all financial record keeping integrated as part of the Council's accounting system.
- 3.2 The Committee shall ensure that all necessary licences, insurances, risk assessments and all other health & safety documents are current, in place and comply with current legislation.
- 3.3 Committee members shall provide appropriate support as required, and at performances.

#### 4 Committee Servicing

Committee meetings and other associated administration will be serviced/provided by the Town Council.

#### 5 Voting

Town Council Committee members shall each have one vote, apart from the Chairman, who will have, in the event of a tied vote, a casting vote. Voting shall be by a show of hands.

#### 6 Meetings

- 6.1 Meetings shall take place four times per year, dates to be agreed by the committee, and will be held at East Cowes Town Hall/East Side Curve.
- 6.2 Meetings must be quorate to take place. (3 members of the Committee must be present)

#### 7 Delegated Powers

- 7.1 The committee shall have delegated powers to make decisions regarding theatre productions that can be funded from within available funds on behalf of the Town Council
- 7.2 Decisions on funding required that is not available from within the theatre budget will be considered and commented on at Full Council