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**Warwick Town Council**

**Terms of Reference – Economic & Tourism Committee**

The Economic & Tourism Committee (E & T) is a standing committee of Warwick Town Council and will operate in accordance with the Council’s Standing Orders and current legislation.

1. **Membership & Voting**

* The Economic & Tourism Committee will be comprised of eight elected Members of the Council.
* The Economic & Tourism Committee may co-opt up to eight representatives to include individuals from:

Warwick Chamber of Trade

The Racecourse

Warwick Castle

Lord Leycester Hospital

Local Hotels/B & Bs

WDC Events

WCC Places, Projects and Partnerships

* All elected Members will be appointed to this Committee at the Annual Meeting of the Council.
* The Mayor is a member, ex-offico of the committee but cannot vote.
* All other elected Members of the Council have the right to attend the meetings and make representations but cannot vote unless they are acting as “sub” for a committee member who cannot attend the meeting.
* The Chair and Deputy Chair of the Committee will be elected at the first meeting of this Committee each Council year by the elected Members who sit on the Committee.

1. **Purpose of the Committee**

The Economic & Tourism Committee will undertake to:

1. Provide advice and recommendations in relation to tourism and economic development of the Town.
2. Lead on the promotion and marketing of Warwick as an attractive destination for tourism, business, retail and leisure; and
3. Build relations with stakeholders and be the main liaison point to allow a consolidated approach to the promotion of the Town.
4. **Aims and Objectives**

The role of the Committee is to oversee the general management of tourist or economy events or projects held in the Town. The committee will:

1. Liaise with other organisations in the Town, Warwick District Council/Warwickshire County Council officers when necessary.
2. Review annually these Terms of Reference for approval at the Annual Meeting of the Council.
3. Christmas Lights - seek quotes for all works where appropriate and in line with the Council’s Financial Regulations and Standing Orders.
4. Approve community grants to the value of £3K, when satisfied that requests meet the objectives and aims of Town Council’s grants policy. Grants above £3k can be approved in principle but have to be taken to Full Council for full approval.
5. **Meeting Arrangements and Frequency**

* The E & T Committee will meet a minimum of five times a year with meetings scheduled at the beginning of each calendar year.
* Each meeting must be quorate, for the purposes of decision making. (minimum of three councillors to be present)
* In the absence of the Chair and the Deputy Chair, an elected Member must be elected to chair the meeting.

1. **Reporting and Accountability**

As a Standing Committee of Warwick Town Council, the E & T Committee will publish minutes of its meetings on the Council’s website. The Committee will refer matters to the Council which are outside its Terms of Reference together with any recommendations.

Members of the public have the right of public participation at meetings of this Committee as set out in the Council’s Standing Orders and in line with the Council’s Guidance on Public Speaking at Council Meetings: <https://www.warwicktowncouncil.gov.uk/wp-content/uploads/Public-Speaking-2020.pdf>

1. **Urgent Matters**

The Committee will provide two elected Members (normally the Chair and the Deputy Chair) to be consulted by the Town Clerk to deal with urgent matters which may have a legal or financial implication for the Council and time constraints prevent the normal arrangement of a Council or Committee meeting.