

TERMS OF REFERENCE

OPEN SPACES, COMMUNITY & CULTURE COMMITTEE

Version	Date	Review
1	June 2026	April 2027

1. Purpose

The Open Spaces, Community & Culture Committee is established to promote community engagement, cultural development, events, activities, markets, and local initiatives throughout Barnoldswick.

The Committee shall oversee and coordinate the Council's involvement in community events, cultural programmes, public activities, markets, and the use of open spaces within the town.

For the purposes of these Terms of Reference, "Open Spaces" includes any public open space, recreation area, civic space, or outdoor location within Barnoldswick where an event, activity, market, cultural programme, or community initiative is proposed, supported, organised, or delivered by Barnoldswick Town Council.

This includes the Town Square where appropriate. However, where land is owned or controlled by another authority or organisation, all activities shall remain subject to the approval and conditions of the relevant landowner.

The Committee operates under delegated authority from Full Council in accordance with the Council's Standing Orders, Financial Regulations, applicable legislation, and LALC/NALC guidance.

2. Membership

- The Committee shall consist of a minimum of three (3) and a maximum of seven (7) Councillors appointed annually by Full Council.
- The Council Chair may be a member of the Committee but may not serve as Chair or Vice-Chair of the Committee.
- Membership shall be reviewed annually at the Annual Meeting of the Council.
- The Clerk/RFO and any relevant officers may attend meetings in a non-voting advisory capacity.

3. Quorum

- The quorum shall be three Members or one-third of the Committee membership, whichever is greater.
- No business shall be transacted unless a quorum is present.

4. Meetings and Administration

- The Committee shall meet no fewer than three (3) and no more than six (6) times in each civic year.
- This requirement applies only to formal Committee meetings and does not include working groups, task and finish groups, or officer-led meetings.
- Agendas shall be published in accordance with statutory notice requirements.
- Minutes shall be recorded in accordance with the Council's statutory obligations and

governance procedures.

- Agendas and minutes shall be made publicly available except where matters are lawfully considered in confidential or exempt session.

5. Scope of Responsibilities

Open Spaces, Events and Activities

- Booking, scheduling, and coordination of Council-supported use of open spaces within Barnoldswick.
- Oversight and coordination of community events, markets, festivals, commemorations, celebrations, and public activities.
- Operational management of approved events and activities within delegated authority.
- Liaison with event organisers, market traders, businesses, community organisations, contractors, landowners, and professional agencies.
- Promotion of opportunities that support community participation, town centre vitality, and civic pride.

Community & Culture

- Community engagement activities.
- Cultural programmes and initiatives.
- Youth engagement and participation.
- Business and town centre initiatives.
- Partnership working with community organisations and local stakeholders.
- Environmental awareness and sustainability initiatives.
- Promotion of arts, heritage, and local culture.

Communications

- Ensuring timely and accurate communication of events, activities, initiatives, and opportunities through appropriate Council communication channels.

6. Events Framework and Delegated Authority

6.1 Approved Annual Events Programme

The Council may approve an annual programme of events, activities, markets, and initiatives.

Approved events:

- Shall be delivered and overseen by the Committee within approved budgets.
- May be adjusted operationally provided there is no material change to cost, scale, purpose, or risk.
- Shall not require further Full Council approval unless materially amended.

6.2 Delegated Authority – Low-Risk Activities

The Committee is delegated authority to approve low-risk, short-term and small-scale events and activities, including:

- Buskers and informal performances.
- Artistic and cultural activities.
- Small-scale community events.

- Markets and promotional initiatives.
- Activities proposed by community organisations, businesses, or market traders.

Approval may be granted where the activity:

- Is low cost or no cost to the Council.
- Does not require significant infrastructure, staffing, or external agency involvement.
- Does not require road closures.
- Does not present significant safeguarding, safety, financial, legal, or reputational risk.
- Can be accommodated within normal operational arrangements.

Where an event is proposed on land not owned or controlled by Barnoldswick Town Council, approval shall be deemed approval in principle only and shall remain subject to the consent of the relevant landowner and any statutory or regulatory approvals.

6.3 Escalation to Full Council

The following matters shall be referred to Full Council:

- New or non-routine major events outside the approved programme.
- Events involving significant financial commitment beyond delegated budgets.
- Events requiring road closures or substantial statutory permissions.
- Events involving significant public attendance or increased risk.
- Events involving external funding agreements with conditions.
- Events of strategic, reputational, political, or town-wide significance.
- Multi-year commitments or long-term arrangements.

6.4 Landowner and Regulatory Consultation

Where an event or activity is proposed on land owned, managed, or controlled by Pendle Borough Council, including the Town Square, the Committee shall ensure consultation takes place with the appropriate Pendle Borough Council officers responsible for:

- Licensing and regulatory compliance.
- Event coordination and technical support.
- Estates, surveying, or landowner consent functions.
- Any other service area relevant to the proposed event.

Current officers fulfilling these functions include:

- Wajed Iqbal – Licensing.
- Julie Mousdale – Technical Support and Event Coordination Officer.
- Anthony Brown – Senior Surveyor.

The Committee shall ensure that all necessary licences, permissions, permits, landowner consents, and statutory requirements are identified and obtained before the event proceeds.

6.5 Event Management and Risk Assessment

For every event or activity supported, organised, or delivered by the Council, an Event Manager shall be appointed.

The Event Manager may be a Councillor, officer, contractor, partner organisation representative, or other suitably competent individual.

The Event Manager shall be responsible for:

- Coordinating planning and delivery.
- Acting as the principal point of contact.
- Liaising with landowners, regulatory bodies, contractors, and stakeholders.
- Ensuring appropriate risk assessments are completed, reviewed, and maintained.
- Ensuring all required licences, permits, permissions, insurance arrangements, and statutory obligations are satisfied.
- Ensuring appropriate safeguarding, health and safety, and emergency planning measures are in place.
- Reporting significant risks, incidents, or operational concerns to the Committee.

No event or activity shall proceed without an identified Event Manager and appropriate risk assessments proportionate to the scale and nature of the activity.

7. Delegated Financial Authority

The Committee is authorised to:

- Approve expenditure within approved budget headings and nominal codes.
- Authorise expenditure up to £500 per transaction.
- Commission services and event delivery within approved budget limits.
- Manage the operational delivery of approved events, activities, markets, and initiatives.

All expenditure must:

- Remain within approved budgets.
- Be properly recorded in the minutes.
- Be reported to Full Council.

The Committee's financial authority does not extend to granting permission for the use of land owned by another authority or organisation.

8. Contractual Authority

- The Committee may enter into contracts or service agreements only within the current civic year and within approved budgets.
- Any commitment extending beyond the civic year requires Full Council approval.

9. Exclusions

The Committee does not have authority over:

- Strategic policy decisions.
- Budget setting or precept decisions.
- Multi-year contracts or funding agreements.
- Capital projects.
- Asset acquisition or disposal.
- Matters reserved to Full Council by law or Council policy.

10. Governance Principles

The Committee shall operate in accordance with:

- Council Standing Orders.
- Financial Regulations.
- Applicable legislation.
- LALC/NALC guidance.
- Safeguarding requirements.
- Equality, diversity and inclusion principles.
- Health and safety legislation.
- Risk management best practice.

11. Reporting

- All decisions and expenditure shall be reported to Full Council.
- Matters outside delegated authority shall be referred to Full Council.
- The Responsible Financial Officer shall maintain oversight of financial reporting.

12. Accountability

The Committee is accountable to Full Council, which retains the right to amend, restrict, or withdraw delegated authority at any time.

13. Review

These Terms of Reference shall be reviewed annually at the Annual Meeting of the Council or sooner if required.