



Mayoral Charity Ball Working Group – Terms of Reference

Adopted by:	Working Group – 11-08-2026 Full Council – 09-09-2026
Review date:	On completion of the event (November 2026), or sooner if required

1. Name

The Mayoral Charity Ball Working Group (“the Working Group”).

2. Purpose

To consider and make recommendations to Full Council on all aspects of the planning and delivery of the Mayor's Charity Ball, to be held on Saturday 10 October 2026 at Longridge Golf Club, and to oversee delivery of agreed actions between meetings.

3. Status

The Working Group is advisory and has no delegated decision-making powers. It reports to and makes recommendations to Full Council. Any decision with budgetary implications, or requiring the Council to enter into a contract, must be referred to Finance Committee and/or Full Council for approval before being actioned.

4. Membership

- Up to three members of Full Council.
- The Town Clerk (or nominated Deputy) to attend in an advisory and administrative capacity.
- The Working Group may co-opt non-Council volunteers or seek input from local businesses and organisations as needed, subject to Full Council agreement.

5. Chair and Vice-Chair

A Chair and Vice-Chair are to be appointed by the Working Group from among its members at its first meeting, and will hold office for the duration of the project, concluding with post-event reporting to Full Council.

6. Meetings and Quorum

- The Working Group will meet as required to progress the project, with a schedule of meetings agreed at the first meeting.
- Quorum is [three] members with at least two Council members.
- Meetings will be minuted by the Clerk or Deputy Clerk, with minutes reported to the next available Full Council meeting.

7. Scope of Responsibilities

- Event format, theme and programme for the evening.
- Selection of beneficiary charity/charities.
- Draft budget and ticket pricing, for recommendation to Finance Committee.
- Sponsorship approaches and sponsorship packages.
- Entertainment, decorations and venue arrangements.
- Auction, raffle and any associated licensing requirements.
- Marketing, publicity and ticket sales.

- Guest list and invitations.
- Project timeline, milestones and allocation of responsibilities among members.

8. Budget and Financial Governance

The Working Group will develop a draft budget for recommendation to Finance Committee. No expenditure may be committed, and no contracts entered into, without the necessary approval in accordance with the Council's Financial Regulations. All income (including ticket sales and sponsorship) will be received and accounted for through the Council's normal financial procedures.

9. Reporting

The Working Group will report progress to Full Council at each ordinary meeting during the life of the project, and will provide a final report following the event, including financial outcomes and the sum raised for the beneficiary charity/charities.

10. Duration

The Working Group is established for the duration of the project and will stand down automatically following delivery of its final report to Full Council after the event, unless Full Council resolves otherwise.