



**Prosperous Communities  
Committee**

**Tuesday, 17 March 2026**

**Subject: Leisure, Culture, Events and Tourism Member Working Group,  
Terms of Reference**

Report by:

Chief Executive

Contact Officer:

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Manager

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Purpose / Summary:

Review and update Terms of Reference for the  
Leisure, Culture, Events and Tourism Member  
Working Group

**RECOMMENDATION(S):**

1. That the reviewed Terms of Reference for the Working Group, as shown at appendix 1, be approved.

## IMPLICATIONS

**Legal: None**

(N.B.) Where there are legal implications the report **MUST** be seen by the MO

**Financial :None**

(N.B.) All committee reports **MUST** have a Fin Ref

**Staffing : None**

(N.B.) Where there are staffing implications the report **MUST** have a HR Ref

**Equality and Diversity including Human Rights : None**

**Data Protection Implications : None**

**Climate Related Risks and Opportunities: None**

**Section 17 Crime and Disorder Considerations: None**

**Health Implications: None**

**Title and Location of any Background Papers used in the preparation of this report :**

Wherever possible please provide a hyperlink to the background paper/s  
If a document is confidential and not for public viewing it should not be listed.

**Risk Assessment :**

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

**No**

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

**No**

## **1. Main Report**

1.1 The current administration have advised they would like to update the terms of reference in line with the new membership of the working group. Appendix 1.

1.2 Minor changes in the Terms of Reference include : -

- 3 Members are required for the meeting to be quorum
- Meetings will be held every eight weeks, or more frequently if there is a business demand.
- Meetings will be online, unless the Chair has specified otherwise.
- Meetings will be called with at least 14 days' notice, with a six-month rolling forward plan.
- Agendas will be set for each meeting and notes from each meeting will be retained, saved, and recorded on Modern.Gov, the administration of which will be provided by the Democratic Services Team.

## **2. Recommendation**

2.1 The updated Terms of Reference as show at Appendix 1 are approved.