

Christmas and Events Task Group Terms of Reference

Task groups are not subject to the strict rules that apply to formal council meetings and do not need to be held in public. A task group cannot make a decision on behalf of the council but can explore options and present these to the council for a decision.

1. Members

- 1.1. Membership shall comprise at least four members including the Chair and Vice Chair of the Parish Council who are ex-officio and have voting rights. Members can include non-councillors.
- 1.2. Membership of the Christmas and Events Task Group is reviewed at the annual meeting of the Council. The Task Group shall elect a Chair for each civic year.
- 1.3. Co-opted members may join the Task Group during the year if approved by the Chair of the group.
- 1.4. Three members of the Task Group shall constitute a quorum for meetings.

2. Role and Responsibilities of the Christmas and Events Task Group

- 2.1. To plan and organise Christmas events and other events throughout the year if required.
- 2.2. To put up, maintain and ensure safety of Christmas lighting and decorations.
- 2.3. To organise fundraising activities for the maintenance and purchase of further lighting and decorations.
- 2.4. To work with the Clerk and Admin Support Officer in respect of community engagement.

3. Meetings

- 3.1. The task group shall meet on an ad hoc basis as required.

Date approved / reviewed
Approved during the Parish Council meeting held on 18 th October 2022, Minute 85a