

# 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.

<b>Date approved / re-affirmed</b>	<b>Minute</b>	<b>Amendments / updates</b>
21/10/2025	108.2	None
21/05/2024	8c	None
18/10/2022	85a	Terms of Reference approved