

CHRISTMAS LIGHTS COMMITTEE

TERMS OF REFERENCE

PURPOSE

The Christmas Lights Committee has the power to make decisions on behalf of the Council as set out below and to spend/manage the Christmas Lights budget, which has been allocated by the Council.

MEMBERSHIP

The Committee shall comprise of six (6) Councillors. The Committee quorum is four (4) and the Committee shall meet as required. Associated Members may be appointed to the Committee but without voting rights.

RESPONSIBILITIES, DUTIES AND POWERS

- To organise, manage and promote the Christmas Lights event
- With due regard to Health and Safety legislation to identify and assess any risks associated with the Committee's remit and where needed identify mitigation actions
- To co-opt suitable community and/or business representatives onto the Committee
- Power to spend sums in the Christmas Lights budget following approval (minuted) by the Committee
- To authorise correspondence that will not, in itself, result in the Council expenditure or bind the Council to any course of action, except for that already provided for in the current budget
- To prepare by November in each year, budget proposals for revenue and expenditure for recommendation to Council