Terms of Reference Christmas Event Working Party

1. Purpose

The purpose of this working party is to organise a community Christmas event, and to provide direction for officers, councillors and volunteers in the planning, organisation and evaluation of this event. Further, representatives of organisations and community groups in the Parish will be invited to join this working party to jointly arrange and organise this event.

2. Membership

The working party shall comprise of

- Three Councillors appointed by full council and members of the public.
- There shall be no upper limit on Members.
- Anyone who takes part in the working group who's is not a paid officer of St Dennis Parish Council shall be voluntary, any expenditure for the group for the purpose of stationery shall be approved by the Clerk of St Dennis Parish Council.

3. Meetings

a. The Working Party will meet as and when required to deal with matters under the scope of this Terms of Reference.

b. A meeting can be called by any member of the Working Party.

c. Meetings will be open to the public to attend.

d. Written reports will be made to record the Working Party's proposals and decisions by a member of the Parish Council staff.

4. Conditions

The Working Party has overall responsibility for the organisation and management of the Christmas Event, ensuring they run in accordance with legislative requirements, safety, regulations and guidance.

The Working Party shall have no delegated financial authority by St Dennis Parish Council. Any recommendations or suggestions of making financial contributions towards this event shall be made by formal recommendation to Full Council. Any consideration for grant applications to assist with the expenditure of this event shall be approved by Full Council and application forms will be Submitted by the Clerk.

The Working Group shall be facilitated by St Dennis Parish Council and is aimed at involving as many organisations and residents as possible.

This working group will elect its own Chair for the purpose of presiding over the meetings of the working group. This person maybe a councillor or non-Councillor and should live within the Parish.

There will be no need for a treasurer as there will be no financial handling by this group. Meetings of this group shall be noted by a member of Parish Council staff and reports will be made available on the Parish Council website.

The Working Party is empowered to invite specialist professional officers or advisers to attend meetings to provide guidance as to matters under discussion. If a cost is involved this must be agreed and resolved at a Council meeting before the attendance of the officer or adviser takes place. The Working Party will comply with and have due regard to Council policies and guidance, which include (but are not limited to): - Standing Orders - Financial Regulations.

5. Restrictions

A member of the Working Party must declare any conflict of interest and withdraw from the room and/or abstain from voting as appropriate.

Adopted by St Dennis Parish Council
On the 4th March 2025
Min Ref: 381/24
Reviewed by St Dennis Parish Council 13th May 2025
Min Ref: 36/25
Reviewed by St Dennis Parish Council 5th May 2026
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