



Terms of Reference – Christmas Event Working Group

1. Purpose

The Christmas Event Working Group is established by Sloley Parish Council to plan and organise a Christmas event for the local community on behalf of the Parish Council.

The purpose of the Working Group is to develop and deliver an enjoyable, inclusive and safe community Christmas event, within the budget and parameters agreed by the Parish Council.

2. Objectives

The Working Group will:

- Plan and organise the Christmas event, including activities, entertainment and refreshments as appropriate.
- Consider suitable venues, dates and times and make recommendations to the Parish Council where approval is required.
- Liaise with local organisations, community groups, performers, suppliers and volunteers as appropriate.
- Obtain quotations and make recommendations to the Parish Council regarding expenditure where required.
- Ensure that appropriate arrangements are made for health and safety, safeguarding, insurance and risk management.
- Promote the event within the parish.
- Coordinate volunteers assisting with the event.
- Ensure that any necessary permissions or licences are obtained.
- Report progress to the Parish Council and seek approval for matters outside the Working Group's delegated authority.
- Provide a brief report to the Parish Council following the event, including details of expenditure and any recommendations for future events.

3. Membership

The Working Group shall comprise:

- At least two Parish Councillors appointed by the Parish Council; and
- Such other members of the community as the Parish Council considers appropriate.

The Parish Council shall appoint the Chair of the Working Group.

The Working Group may invite other individuals, organisations or representatives to attend meetings where their contribution would assist with the planning or delivery of the event.

4. Meetings

The Working Group shall meet as often as necessary to fulfil its purpose.

Meetings may be arranged by the Chair or by agreement of the Working Group.

A record of significant decisions, actions and recommendations shall be maintained and reported to the Parish Council.

5. Authority and Delegation

The Working Group is established as an advisory and organising group of the Parish Council and does not have independent decision-making powers unless specifically delegated by the Parish Council.

The Working Group shall not:

- Commit the Parish Council to expenditure beyond any budget or delegated authority approved by the Parish Council.
- Enter into contracts on behalf of the Parish Council unless specifically authorised to do so.
- Make decisions reserved to the Parish Council.
- Represent that it has authority beyond that specifically delegated to it.

Any expenditure shall be made in accordance with the Parish Council's financial regulations and approved budget.

Where a decision falls outside the Working Group's delegated authority, the matter shall be referred to the Parish Council for approval.

6. Budget

The Parish Council shall determine an overall budget for the Christmas event.

The Working Group shall work within the approved budget and shall seek approval from the Parish Council before incurring expenditure which is outside its delegated authority or the agreed budget.

The Working Group shall aim to obtain value for money and, where appropriate, obtain quotations in accordance with the Parish Council's Financial Regulations.

7. Risk Management and Safeguarding

The Working Group shall work with the Clerk and Parish Council to ensure that appropriate risk assessments and arrangements are in place for the event.

Where children or vulnerable adults are likely to attend or participate, appropriate safeguarding arrangements shall be considered.

The Working Group shall ensure that any necessary insurance, licences, permissions and other legal or regulatory requirements are addressed before the event takes place.

8. Finance and Records

All expenditure shall be processed through the Parish Council in accordance with its Financial Regulations.

The Working Group shall provide the Clerk with details of proposed expenditure, suppliers and relevant supporting information.

A record of income and expenditure relating to the event shall be maintained by the Parish Council.

9. Publicity and Communications

The Working Group may make arrangements for the promotion of the event, subject to any relevant Parish Council policies.

Public communications made on behalf of the Parish Council should be agreed with the Clerk or authorised Parish Council representative where appropriate.

10. Reporting

The Chair of the Working Group, or another nominated member, shall provide updates to Parish Council meetings as appropriate.

The Working Group shall provide a final report to the Parish Council following the event, including:

- A summary of the event;
- Attendance, where reasonably known;
- Income and expenditure;
- Any issues arising; and
- Recommendations for future events.

11. Duration

The Working Group shall remain in existence until the completion of the Christmas event and submission of its final report to the Parish Council, unless the Parish Council resolves to extend or terminate its existence.

12. Review

These Terms of Reference may be reviewed or amended by the Parish Council at any time.