



## **Christmas Lights Committee Terms of Reference**

**Approved: 5<sup>th</sup> May 2022**

**Minute ref: 023/FC/2223b.**

**Review Date: May 2023**

**Signed by: Chair, Councillor Martin Eyre**

**Membership: Nine Members**

**To be elected annually at the Annual Meeting of the Parish Council in May**

- The Chairman and Vice-Chairman of the Committee are to be elected annually by the Christmas Lights Committee at the first meeting after the Annual Council meeting of Kippax Parish Council and shall hold office until the next Annual Council meeting
- The quorum of the Committee is 3

### **Role**

The Christmas Lights Committee has the delegated power to make all decisions and spend, within its allocated budget, for all activities related to the annual Kippax Christmas Lights event.

### **Meetings**

Meetings of the Christmas Lights Committee typically take place monthly between July and January. A meeting of the Christmas Lights Committee can be convened by the full Council, or Chairman of the Committee as and when necessary. Members will be summoned to attend meetings which will be held in Valley Ridge Centre or in Mount Pleasant Centre and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972. The committee shall abide by the Standing Orders adopted by Kippax Parish Council.

The meeting will include a Public Participation session where members of the public who wish to speak regarding an item within the remit of the Christmas Lights Committee may do so.

### **Documentation**

Agendas will be prepared by the Clerk and the minutes of all meetings will be recorded by the Clerk and ratified by the Christmas Lights Committee. The minutes will be circulated at full council meetings of Kippax Parish Council for information and published on the website

The Christmas Lights Committee will present a formal report detailing all decisions and expenditure to full council at its monthly meetings.

## **Accountability**

The Christmas Lights Committee has delegated powers to act and make decisions on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Christmas Lights Committee's terms of reference shall be made to the full council.

## **Scope**

- The Committee has delegated powers to spend on all Christmas related activities, within the allocated budget.
- The committee has the delegated power to determine the motifs, lights and decorations to be installed in the village, including installing additional motifs and required electrical work.
- The committee has delegated power to determine the number, size and location of any Christmas trees to be installed in the village.
- The committee has delegated power to organise shop window display competitions and appoint judges and prizes
- The committee has delegated power to install Christmas flags, including personalised flags and arrange to have them installed.
- The committee will be responsible for ensuring all relevant Health and Safety procedures documents are completed for all activities and events and, where necessary, will engage professionals within the scope of the budget allocation for this purpose.
- The committee will be responsible for ensuring the relevant legal requirements, permissions and licenses regarding the event and live music is obtained.
- The committee has delegated power to determine the location, date and timings of the Kippax Lights switch-on event. If the committee believes the event cannot go ahead for any reason, the committee will refer this and a recommendation to the full Parish Council for decision
- The committee will be responsible for communicating, by letter, to residents and businesses who may be immediately affected by the event and road closures and keep them informed.
- The committee will be responsible for advertising the event to the community through the notice board, social media, website and Kippax Matters magazine
- The committee has delegated power to arrange a stage and sound system for the event.
- The committee has delegated power to determine any entertainment for the switch on event, including the hosts, live performances, parades, mascots, Santa's grotto, fireworks, fun fair and any other entertainment it deems appropriate for the event.
- The committee has delegated power to organise stalls for the event, including hiring the tables and will determine any cost to stallholders and the location of the stalls.
- The committee has delegated power to arrange a photographer to capture the Christmas decorations and event and will share any images with the Communications committee for the website, magazine and social media.

- The committee has delegated power to work with Leeds City Council to organise any relevant road closures for the event and ensure the required barriers and cones are organised and in place.
- The committee has delegated power to appoint an external security company for the event.
- The committee has delegated power to appoint an external first-aid provision for the event.
- The committee will undertake a post-event meeting to record the successes and challenges from the event and if necessary has the power to create a survey for members of the public and local businesses to complete.
- Members of the committee may undertake training from time to time to support their role; this will be done in conjunction with the Clerk and with regard to the Council's training budget.

### **Review**

The Christmas Lights Committee's terms of reference are to be reviewed annually at the Annual Meeting of the Council.