Farnsfield Christmas Events & Lights Switch-On Research/advisory Group

Draft Terms of Reference

Purpose
To plan and deliver the annual Farnsfield Christmas Events and Lights Switch-On, including event activities, Christmas lights installation and removal, volunteer coordination, and compliance with health and safety requirements.

Membership
Voting members:

- Cllr Dixon (Chair of Research/advisory group)
- Cllr Parkin
- Cllr J Shakeshaft

Non-voting members:

- Public members (minimum and maximum number to be set by Full Council).
- Additional volunteers may be appointed by the Chair.

Quorum
Two councillors.

Meetings & Administration
Meets as required. Notes/minutes submitted to Full Council. Administration supported by the Clerk or a delegated councillor.

Finance
The working party has no independent spending powers. Where expenditure is already within an approved budget and within the RFO's delegated authority, the RFO may authorise and process payments. Any new or unbudgeted expenditure must be approved by Full Council.

Duration
The working party will dissolve once the Christmas Events and Lights Switch-On are completed and a final report is submitted to Full Council.