

AYLSHAM TOWN COUNCIL
TERMS OF REFERENCE

CHRISTMAS LIGHTS COMMITTEE

Objective

The Christmas Lights Committee is constituted as a Standing Committee of Aylsham Town Council to oversee the acquisition, installation, removal and maintenance of the Christmas lights for the centre of town. The committee will also be responsible for the acquisition, installation, removal and maintenance of the decorations inside the Town Hall.

The organisation of the annual 'Aylsham Christmas Lights Switch-on' for the benefit of the community and traders will be organised by the Aylsham Events Committee.

Membership

- Membership shall consist of three Town Councillors.
- The Committee shall appoint other members annually, who may not be Councillors.
- The Chairman of the committee shall be elected annually.
- A quorum shall consist of 4 members.
- Council members who do not sit on the Christmas Lights Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.

Areas of Responsibility

The Christmas Lights Committee has the delegated authority:

- to place orders for works, goods and services within the limitation of the approved annual budget and any additional funds sourced by the Committee. All orders must be processed through the Town Council office
- The Committee shall approach the Town Council for any budget changes or increased funds should it become necessary

Meetings

Meetings will take place on an ad-hoc basis but at least three times a year.

The Town Clerk or the Chairman of the Committee may call additional meetings as and when necessary.

Review

These Terms of Reference are to be reviewed every two years

Aylsham Town Council
November 2018

Reviewed December 2020 – no changes
Next Review November 2022