



# IRONVILLE PARISH COUNCIL

## Terms of Reference for the Christmas Committee

Author	K Gruber
Purpose of Committee	The Committee is responsible for designing and implementing “Christmas in Ironville.”
Governance Arrangements	<p>The Committee shall comprise of between 6 – 9 Members</p> <p>The quorum of the Committee shall be 3 Members.</p> <p>A log of decisions made at each meeting to be recorded and circulated to Parish Clerk as well as Committee Members.</p> <p>All Members have voting rights.</p> <p>Funding decisions must have approval of all members.</p> <p>Parish Clerk/RFO to manage budget with delegated powers of spend allocated to Committee Members as agreed by Committee.</p> <p>Parish Clerk can be invited to meetings if required.</p>
Version Control	<p>V1 - Draft to Full Council 24/1/2022</p> <p>V2 - Council approved version to 1<sup>st</sup> Committee 31/1/2022</p>
Delegated Budget	The Committee has delegated authority for spend of the Christmas budget, which will comprise of income from events, funds raised through events & donations and assigned parish council contribution allocated annually once precept agreed (typically January) in

	accordance with paragraph 4.1 of the Council's Financial Regulations.
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## Terms of Reference for the Christmas Committee

The Committee is responsible for designing and implementing an ambitious programme for Christmas which develops over time. The ambition is to make “Christmas in Ironville” an established event for residents initially but bringing in visitors to the village.

1. Identify annual programme of events and activities.
  - Opening Ceremony
  - Switch-on Evening
  - Festive illuminations around Ironville & Codnor Park
  - Christmas Market
  - Live entertainment
  - Meet and Greet Mr and Mrs Claus
  - Christmas meal events
  - Family events
  - Christmas Movie Night
  - Christmas costume/jumper competition
  - Lantern Walk
  - Carol singing
2. Carry out tendering exercise in year 1 for Christmas light switch on to ensure best value for money.
3. Agree annual programme by end of October for Parish Council approval in November.
4. Develop fully 5-year programme for increasing festive illuminations around the village.
5. Agree charging policy for units serving food and drinks and providing activities.
6. Identify budget requirements and fund-raising activities.
7. Communicate with all organisations in the village not just those involved in Committee
8. Manage the Christmas budget from fund raising, donations and parish council contribution
9. Review and implement H&S risk assessments; manage permissions from appropriate organisations
10. Develop and implement supporting procedures for all events in accordance with recommended practice and legal guidance.
11. Commission, receive, consider reports received from other working groups, advisors, external organisations, companies and or similar bodies in relation to the Committee’s remit.
12. Appoint Chair, Vice-Chair & decision logger annually

## Meeting Decision Log

Date of Meeting				
Attendees				
Absences				
Decision	Action	Action Owner(s)	Estimated Cost	Progress/Update