

South Brent Parish Council

Working Group Christmas Lights Terms of Reference

These Terms of Reference were adopted by Full Council at its Meeting held on Monday 15th December 2025.

Full Council may form or disband a Working Group who will carry out tasks as defined by Full Council.

The Role of the Christmas Lights Working Group for South Brent Parish Council

- To tackle issues arising from the previous year's Christmas Lights installation as directed by the Council.
- To be task specific and time limited.
- To examine an issue in detail, read reports and related materials, examine options, get advice for the Council.
- To act as experts and/or liaise with experts.
- To make recommendations to Council.
- To explain the recommendations, reasons, options to Full Council by way of a written report.
- To answer questions from the Council.
- No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement.

Working Group relationship

- Full Council must direct the Working Group and set clear terms of reference for them regarding objectives, scope and outcome.
- The role of Full Council is to question and challenge the recommendations, to be satisfied of the correct decision.
- The Working Group must facilitate the Full Council with as much information as it requires to ensure it can make a properly informed decision on its recommendation.

Operations of the Working Group

- **This working group has an annual budget of £3500 for the year 2025/26.**
- The number of Councillors on this Working Group is a minimum of three.
- The Leader/Chairman of the Working Group to be appointed at the Annual Parish Council Meeting.
- Quorum is two Councillors at each meeting.
- Prepare notes of meetings for recommendation to and approval by Full Council.
- This Working Group is open to the public and therefore Standing Orders are applicable and the Code of Conduct still applies.
- All Members of Council are to be informed of any meetings of any Working Group, may attend and may ask for any relevant Working Group documentation.
 - When making decisions consideration will be given to the Climate Change and Biodiversity Emergency declaration.