



Terms of Reference Christmas Working Group

Approved: 25.03.26

Review: March 27

Purpose

The Christmas Working Group is established to explore, develop and evaluate ideas for the provision of Christmas decorations and lighting for 2026, and to formulate clear, costed and deliverable recommendations for consideration and approval by the Parish Council.

Status

The Christmas Working Group is an advisory working group of Wheldrake Parish Council. It has no delegated authority and may not make decisions on behalf of the Council.

All proposals and recommendations of the Group shall be reported to and determined by the full Parish Council.

As an informal working group, its meetings are not subject to the statutory requirements relating to public notice, access or publication of agendas and minutes. However, the Group will operate in an open and transparent manner where practicable, and notes of meetings may be reported to the Council.

Membership

Membership of will include:

- At least three Parish Councillors
- The Clerk to the Council, where required
- Residents of the parish with an interest in the Christmas arrangements
- Volunteers or individuals with relevant knowledge or expertise

All members of the Working Group shall be appointed by the Parish Council. The Group will be led by a nominated Parish Councillor.

The Working Group may invite additional participants to attend meetings or contribute to its work where appropriate.

Finance

The Working Group has no delegated authority to incur expenditure or commit the Council to any financial liability.

Any proposals involving expenditure must be submitted to the Parish Council for consideration and approval, in accordance with the Council's Financial Regulations, including requirements to obtain a minimum of three quotations or to follow formal tendering procedures where applicable.

Where the Working Group wishes to pursue grant funding or other forms of external financial support, any such applications shall be subject to prior approval and be submitted by the Parish Council.

Governance

The Working Group shall operate in accordance with the Parish Council's adopted policies and procedures, as applicable to its activities.

All financial matters relating to the Working Group shall be managed and administered by the Parish Council through the Clerk, acting in their capacity as Responsible Financial Officer.

Members of the Working Group shall have due regard to the Council's obligations in respect of data protection, equalities, and health and safety where relevant to their work.

Responsibilities/Remit

Planning and Development

- Explore ideas for Christmas decorations and lighting for 2026.

- Consider themes, locations, and designs that enhance community engagement.
- Research suppliers, materials, and installation options.

Budgeting and Costing

- Provide indicative costs for proposed decorations and lighting schemes.
- Identify potential funding sources, including sponsorships or grants, subject to Council approval.

Community Engagement

- Consult with local residents, groups, or businesses for input and feedback.
- Encourage volunteer involvement where appropriate.

Recommendations

- Formulate clear, practical, and costed recommendations for consideration by the Parish Council.
- Ensure proposals comply with Council policies, financial regulations, and health & safety requirements

Reporting:

The Christmas Working Group shall report all recommendations, proposals, and meeting notes to the Parish Council through the Clerk.

The Group has no decision-making authority; all matters requiring action or expenditure must be submitted to the full Council for approval.

Reports shall be submitted via the Clerk, in a timely manner to enable the Council to make informed decisions.