

## **Terms of Reference for Malmesbury Christmas Working Party 2021**

(Draft agreed at Working Party Meeting 30/09/2021).

Cllr. Power, Chair of The Working Party for Late Night Christmas Shopping Event 2021 and with the Town Clerk, has delegated power from the Community & Town Promotion Committee, to authorise spend up to £1,000 budget that has been allocated to the event by the Community & Town Promotion Committee. This will be reported to the Committee at meetings.

### 1. Membership

Membership will consist of members of Malmesbury Town Council and other interested individuals by resolution of the Community & Town Promotion Committee:

Cllr Steve D'Arcy (MTC)  
Cllr Julie Exton (MTC)  
Cllr Gavin Grant (MTC/ TOWN TEAM)  
Cllr Kim Power (MTC & WP CHAIRPERSON)  
Cllr Campbell Ritchie (MTC/ TOWN TEAM)  
Cllr Frances Smith (MTC)  
Cllr Paul Smith (MTC)  
Sarah Wilde (VOLUNTEER)  
Lesley Wood (WHIM HOSPITALITYLTS/ OLD BELL HOTEL)

Others to be invited and support is given by the Town Clerk and MTC Office.

### 2. Meetings

- 1.1 In the absence of the Chairman, meetings will be chaired by another elected chairman for that meeting.
- 1.2 A 'wash-up' meeting will be held after the event to review the event and will make recommendations to the Community & Town Promotion Committee for improvements.
- 1.3 Notes will be taken at the meetings for future reference and circulated to all members of the Working party.

### 3. Purpose/Governance of the Working Party

- 1.1 To co-ordinate the Late Night Christmas Shopping Event 2021 and other associated Christmas Promotions.
- 1.2 To report to the Community & Town Promotion Committee regularly requesting ratification of expenditure which may be incurred.
- 1.3 All Members of C&TP are able to attend meetings of the Working Party and ask for any relevant documentation.
- 1.4 To ensure that MTC staff are kept up to date with developments of the event.
- 1.5 Any requests for action by MTC staff is made at the earliest opportunity.
- 1.6 To complete a Risk Assessment for any event, if appropriate.
- 1.7 To ensure all relevant permissions/licenses are applied for (ie road closures, parking suspensions, performing rights, DBS checks), if appropriate.