

Terms of Reference for Malmesbury Christmas Working Party 2021

(Agreed at C&TP 14th October 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.