

Terms of Reference for Malmesbury Christmas Working Party 2023

(To be agreed at Community Engagement and Town Promotions
Committee Meeting 21/09/2023)

Cllr. Power was previously nominated to be Chair of The Working Party for Late Night Christmas Shopping Event 2023 and with the Town Clerk, is requesting delegated power from the Community Engagement & Town Promotion Committee, to authorise spend up to £1850 budget allocated to the event by the Committee. Please note that further funds or underwriting of large outlays may need to be sought. The Working Party will report to the Committee at meetings.

1. Membership

Working party members will be invited from members of Malmesbury Town Council and other interested individuals and confirmed by a resolution of the Community & Town Promotion Committee:

Cllr Steve D'Arcy (MTC)
Cllr Lesley Crawford – Price (MTC/ TOWN TEAM)
Cllr Gavin Grant (MTC/ TOWN TEAM)
Cllr Kim Power (MTC & WP CHAIRPERSON)
Cllr Campbell Ritchie (MTC/ TOWN TEAM)
Cllr Frances Smith (MTC)
Sarah Wilde (VOLUNTEER)

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 2023 and other associated Christmas Promotions.
- 1.2 To report to the Community & Town Promotion Committee regularly and reporting expenditure 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 the 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.

Cllr.K.Power 14/09/2023