

Christmas Lights Working Group: Terms of Reference

Authority reference:	Minutes: 21/344 Full Council 14th February 2022
No. of members of Working Group	5
Quorum:	1/3rd and no less than 3
Reporting to:	Town Management Committee
Frequency of meetings:	as necessary
Members:	Cllrs Cloke, Keene, McCollum, Proszowska & Mr J Hannay

The Christmas Lights Working Group is open to any Members of the Council to join provided their membership has been agreed by Full Council. The Working Group may also recommend to Full Council (for its decision) that non-Councillors be members of the Working Group.

The Working Group will meet as necessary, and usually quarterly.

1. The working group will elect a Chairman.
2. The working group will prepare an Agenda and Minutes of meetings but those do not need to be published.
3. Members of the Working Group were decided by Full Council at its meeting 9 August 2021
4. The brief for the Working Group was also approved by Full Council “to organise Pat testing of lights, provision, erection and removal of Christmas trees and lights and to source funding for next year”.
5. Each meeting of the Working Group will report back to the next meeting of Full Council and make recommendations to be decided by Full Council.

Member are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability), Crime & Disorder, Health & Safety and Human Rights. Members are also reminded of their obligations to declare their interest under the Code of Conduct as defined by regulations made under Section 30 (3) of the Localism Act 2011 and consideration of requests for Grants and Dispensation in respect of Disclosable Pecuniary Interests.

Meetings of Honiton Town Council are to be conducted in accordance with the approved Standing Orders of Honiton Town Council (dated 31 August 2021).

A Council can arrange to have any of its functions, with some exceptions, exercised by a committee, which can in turn, arrange to have them exercised by a sub-committee (Local Government Act 1972 s101 and s102). Working Groups may be established as informal, no-decision making meetings of the Council and all members must adhere to the Council's Code of Conduct. Officers are not expected to attend, prepare Agenda or Minute working groups. The Terms of Reference and Memberships are to be approved by Council. Terms of Reference and Membership of Committees is approved at Annual Council meetings.