

Llangunnor Community Council

Christmas Lights Committee Terms of Reference

Membership

The Committee shall consist of the Responsible officer, Chair and Vice-Chair of Council and 3 members elected at the AGM (where agreed this can be 4 members). The Chair will be elected at the first meeting of the Committee after the AGM.

Casual Vacancies

The Council from among their members shall fill casual vacancies occurring in membership of the Committee.

Frequency of Meetings

The Committee shall meet not less than 4 times in each year. A quorum at each meeting shall be 3 members.

Record of Meetings

The Committee shall ensure that an agreed written record of each of their meetings is forwarded to the Council.

Function of Committee

1. To make necessary arrangements for a successful Christmas celebration within the parish.
2. To work within the budget set in consultation with the Finance Sub-Committee, and when necessary request further financial support to ensure its success.

September 2018.