

Resolved April 2017

## **HILLAM PARISH COUNCIL**

### **RING TREE SUB-COMMITTEE - TERMS OF REFERENCE**

The Ring Tree sub-committee is in place to formalise a link between Hillam Parish Council and The Ring Tree Lights Committee (RTLTC). The RTLTC organise an annual Christmas event which features lights on the main tree in the Square, Christmas trees and lights around houses on the Square, an event with Music, food, Santa, and temporary road closures on the first Saturday of December.

#### **SCOPE OF THE COMMITTEE**

- One councillor will attend The Ring Tree Lights Committee (RTLTC) meetings. The Chairperson will be deputy as required.
- The Councillors shall comply with the Code of Conduct, Policies and Council's Standing Orders.
- The councillors will report to the Full Council on activities of the RTLTC. They will review whether Risk Assessments and the organisation is robust for the event. The Sub –Committee has no financial remit.
- The public events planned for Hillam will be covered by the Hillam Parish Council Insurance.

#### **QUORUM**

- A quorum will be two councillors, one will be Chairperson.

#### **MEETINGS**

- The Committee shall report to the full Council as required but in particular November and December of the year.

#### **TERMS OF REFERENCE**

1. To liaise with the RTLTC and make arrangements for a safe and fun event within the Village of Hillam.
2. To ensure that Risk assessments and Plans for the event are robust for the events planned.
3. Notes should be made of any meetings and decisions taken and forwarded to the Hillam Parish Clerk and Responsible Financial Officer for information.
4. Report to the full Council with updates and review before and after the event.