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mirfield
town council

CHRISTMAS LIGHTS & EVENT COMMITTEE

TERMS OF REFERENCE 2026



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CHRISTMAS LIGHTS & EVENT COMMITTEE TERMS OF REFERENCE **Adopted 13/5/26 MTC9(1)**

1. Purpose The Christmas Light Committee is established to plan, organise, and oversee the installation of Christmas lights, decorations, entertainment and Christmas Market and other events within Mirfield.

The committee aims to enhance the festive spirit and create a welcoming atmosphere for residents and visitors.

2. Objectives

- To design and implement a festive lighting plan.
- To ensure the timely installation and removal of Christmas lights.
- To manage the budget allocated for Christmas decorations.
- To coordinate with local authorities and stakeholders.
- To Arrange Christmas Market/Children's Rides/Refreshment Outlets
- To Arrange Musical entertainment.
- To promote community involvement and engagement in festive activities.
- To Arrange other Events within Mirfield, outside of the Christmas period
- To agree all expenditure for Christmas Lights and operate within the agreed Christmas Lights budget
- Funding for events other than Christmas Lights shall be referred to Full Council for approval and the Clerk will advise which column in the budget to be used

3. Membership

- The committee shall consist of ten members, including:
 - Chairperson – Councillor.
 - Vice-Chairperson – Councillor
 - 2 further councillors
 - Business Representatives x 2
 - Residents Representative x 2
 - Community Groups x 2
- **Chair/Vice-Chair:** Will be elected by the committee at the first meeting of the Committee
- An event co-ordinator shall be appointed from the members, or a dedicated provider will be engaged by the committee
- Additional members can be co-opted onto the committee.

4. Meetings

- The committee shall meet monthly



- That the clerk will convene ordinary meetings of the committee
 - The committee will follow the rules for convening its meetings as those applied to meetings of the full council, ie public notice, summons/agenda to members and minutes taken and retained
 - A quorum for meetings shall be 5 members.
 - Decisions shall be made by a majority vote of those present.
 - The committee will ratify its own minutes and then send these to full council for information only
 - The Town Clerk will prepare the agenda and in the absence of the Clerk a Councillor will take the minutes of the meeting
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5. Responsibilities

- **Chairperson:** Leads meetings, represents the committee, and ensures the fulfilment of the committee's objectives.
- **Vice-Chairperson:** Assists the Chairperson and acts in their absence.
- **Members:** Participate in meetings, contribute to planning and implementation, and support the committee's activities.

6. Delegated Powers

- The committee is authorised to:
 - Approve expenditures within the allocated budget for Christmas lights and associated events.
 - Enter into contracts with suppliers and service providers for the installation and maintenance of lights.
 - Coordinate with local authorities for necessary permits and approvals.
 - Organise fundraising activities and seek sponsorships to support the budget.

7. Reporting

- The committee shall report to Mirfield Town Council on its activities, budget status, and any issues requiring attention.
- An annual report shall be submitted at the end of the Christmas season, summarizing the committee's work and financial performance.

8. Review

- These Terms of Reference shall be reviewed annually and may be amended as necessary to reflect changes in objectives, membership, or delegated powers.

9. Dissolution

- The committee may be dissolved by Mirfield Town Council if it is deemed no longer necessary or if it fails to fulfil its objectives.



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10. Contact Information For any inquiries or further information, please contact
Clerk@mirfieldtowncouncil.com

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