

Polegate Town Council



CHRISTMAS LIGHTS COMMITTEE TERMS OF REFERENCE

TERMS OF REFERENCE		
Issue No.	Date completed	Details of amendments
1	20.05.24	Adopted at Annual Stat Meeting
2	19.05.25	Adopted at Annual Stat Meeting
3	11.05.26	Adopted at Annual Stat Meeting

1. Committee Structure

- 1.1 The Committee will be constituted at the Annual Statutory Meeting in May each year.
- 1.2 The Committee will meet as often as required. The Committee has delegated decision making powers but will report to Finance and Policy Committee if finances go beyond the budget.
- 1.3 The Committee will consist of 5 Councillors and the Mayor and Deputy Mayor as ex-officio members.
- 1.4 The Committee will elect its own Chair and Vice-Chair.

2. Specific Responsibilities

- 2.1 The Committee will discuss and make recommendations on the Christmas Lights, including amendments to the contract and related items.

Statement prepared for adoption by Polegate Town Council at its meeting on 11.05.26

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO