

Christmas Lights Working Group

Year	2024-25
Purpose:	To agree the tender scope and timeline. To evaluate and score the Christmas Lighting Scheme tenders. To make a recommendation to the Community Services Committee (for ratification by Full Council) on which contractor to award the tender to.
Reports to:	Community Services Committee
Membership	Councillors <ul style="list-style-type: none">• TBC – previous WG had 6 Officers <ul style="list-style-type: none">• Community Services Manager• TBC
Quorum	One third and no less than 3
Duration of WG	The WG will meet as required until the tender is awarded. The WG may be reconvened during the duration of the contract to monitor annually the performance of the contractor.
Approved by / on:	

Delegations

- To progress the retender of the Christmas Lighting Scheme.
- Members to evaluate and individually score tenders and assess these against the criteria methodology (as agreed by the parent committee).
- To meet in line with the agreed timeline.

Deliverables

- To make a recommendation to the parent committee (for ratification by Full Council) on which contractor should be awarded the Christmas Lighting Scheme to start in time for Christmas 2025.

Additional Notes

- Terms of Reference may be reviewed and changed as necessary by the Working Group in the light of additional information, with significant changes requiring authorisation by the parent Committee.
- Working Groups are allowed use of Town Council meeting rooms (subject to no paid bookings), administration resources, video conferencing facilities, and officer time as required.
- Secretarial support (agendas, meeting notes, circulation of information) is provided by an Officer or member of the working group.
- Any funding authorisation is to be sought from the parent Committee or Full Council as necessary.
- Decisions to be agreed mostly by consensus, but where necessary a majority vote of those present, with Chairperson's casting vote if necessary.
- Other members may be invited to attend specific meetings as appropriate.
- If any member is unable to attend a meeting, they can nominate a substitute for their area of representation.
- Working Groups will determine methods of work (e.g. consultations, press releases, surveys, progress reports, letters etc), communication and meeting, both formally and informally.