

<b>EVENTS WORKING GROUP TERMS OF REFERENCE</b>	
<b>ITEM</b>	<b>DESCRIPTION</b>
Number of Members	At least 8 members including 4 Councillors, representatives from Chamber of Commerce and St Mary's Church.
Chair	To be elected by the group.
Frequency of meetings	At least quarterly or as required.
Open to press & public?	Yes
Quorum	Three (which must include one councillor)
Overall purpose/scope	To be responsible for organising events guided by the budget provision and the Event Care Plans, reporting to Full Council. Reporting decisions or recommendations for road closures and insurance purposes to Full Council which shall remain Full Council responsibility.
Reports to	Full Council

## SPECIFIC RESPONSIBILITIES

<b>1</b>	<p>To manage the general organisation of the late night Christmas shopping event, limited to the road closure and insurance requirements in accordance with the event care plan, including:-</p> <ul style="list-style-type: none"><li>• Advertising</li><li>• Managing the organisation and communication with stall holders.</li><li>• Managing the organisation of Santa's grotto.</li><li>• Managing the Christmas lights switch-on.</li><li>• Organising signage for the night.</li><li>• Organising extra rubbish collection for the day following the event.</li><li>• Managing fees from stall holders carefully and appropriately.</li><li>• To liaise with external bodies as and when required.</li><li>• Reporting recommendations for any spending to full council.</li></ul>
<b>2</b>	<p>Organising the Remembrance Sunday event, limited to the road closure and insurance requirements, in accordance with the event care plan, including:-</p> <ul style="list-style-type: none"><li>• Publicising the event.</li><li>• Liaison with St Mary's Church Bruton</li><li>• Liaison with King's School Chaplain</li><li>• Liaison with the Poppy Appeal organiser.</li><li>• Organising appropriate signage outside of the road closure management needs.</li></ul>

Events Working Group Terms of Reference adopted 25<sup>th</sup> February 2025  
Min ref: 24/150cii

Events Working Group Terms of Reference reviewed 27<sup>th</sup> May 2025