PORLOCK PARISH COUNCIL
TERMS OF REFERENCE
CHRISTMAS LIGHTS & TREES WORKING GROUP

These terms of reference are determined by the Council's Standing Orders and TOR protocol.

Membership
Lead Councillor: Sue McCanlis

A minimum of one member of the Council plus members from the community

Working Group Protocols
All Members appointed to a Working Group will be deemed to have accepted the Working Group Protocol and the terms of reference for the Working Group as approved by Council. The Parish Council's Code of Conduct applies to any Councillors who are members of this working group. Volunteers will also be requested to follow the Code and not to act individually but according to actions agreed within the working group. All GDPR regulations will be adhered to when dealing with the personal details of residents and others.

Delegated Powers
The working group has delegated powers to request of the Parish Clerk, the purchase of required items within the approved budget agreed by council. The allocated budget will be spent as agreed by the working group and endorsed by the lead councillor. The purpose of the working group is to report to the Council on its areas of responsibility and tasks (see below) and make recommendations to the Council.

Areas of responsibility
The purpose of the working group is to light up Porlock with lights and Christmas trees during December and early January. The working group will report to the Council

Tasks
The main activities of the working group are (but not limited to) the following:

- To sort, maintain strings of lights in various locations in the village.
- To source trees of varying sizes to decorate the village.
- To decorate trees and railings throughout the High Street.

Approved by the Council on:

Dated: 9 September 2026

Duncan McCanlis
Chairman

Johnathan Jones
Clerk & Responsible Financial Officer