

**Berkhamsted Town Council**  
**FESTIVAL OF LIGHT WORKING PARTY**  
**Terms of Reference**

**1. Status**

The Festival of Light Working Party is an independent group chaired by a Town Councillor appointed by the Town Council at its Annual Meeting. Working Party minutes will be presented to the Finance & Policy Committee of the Town Council, for information only unless a specific item relates to the Town Council's budget in which case the final decision rests with the Finance & Policy Committee.

**2. Membership**

The Working Party shall include representatives from Berkhamsted Town Council (Councillor Chair) and Town Warden; Community Action Dacorum; Berkhamsted Police Neighbourhood Team; Berkhamsted & District Chamber of Commerce; Berkhamsted Citizens; Berkhamsted Voluntary Service Clubs (Lions, Rotary and Round Table); St. Peter's Church; Town Clerk; Chambers PA Hire.

**3. Co-options**

The Working Party may co-opt other members as required.

**4. Aims & Objectives**

- a. To co-ordinate arrangements for the annual Festival of Light Event including
- To agree a date and time taking account other events in the area
  - To carry out an annual risk assessment and to document risks identified and action taken to negate them
  - To identify a contingency plan for the emergency opening of the High Street should it be necessary during the event opening times.
  - To organise stewarding of the event in furtherance of public safety and to help put the contingency plan into effect.
  - To receive details of arrangements made by the Town Clerk for road closure, diversions and general traffic management
  - To receive details of arrangements made by the Town Clerk for the Christmas lights display and Christmas tree
  - To arrange all other event details including site preparation, stalls, attractions and clearing up
  - Through the Chamber of Commerce to encourage town centre shops to open during the event
  - To encourage suitable seasonal window displays
  - To consider the need for a Police presence at the event

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- To ensure that Public Liability Insurance cover is in place
- To make arrangements for an effective public address system,
- To ensure that public toilets remain open
- To organise the best dressed window competition and judging by the Town Mayor and Chairman of the Citizens Association

**5. Budget**

The Festival of Light Working Party will not be responsible for financial matters. These will remain the responsibility of the Town Council and Community Action Dacorum.

**6. Meetings**

Meetings will be held in Berkhamsted Town Council Chamber as and when necessary between June and December. An agenda will be prepared and distributed three clear days before each meeting and the minutes within a week of the meeting.