



Drighlington Parish Council

The Community Hub
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13.b Terms of Reference – Christmas 2026 Working Party

The Christmas 2026 Working Party is an informal group established to explore ideas and formulate recommendations regarding the planning and execution of Christmas 2026 for consideration by the Parish Council.

Key Points:

- **Meetings:** Informal and not held in public.
- **Agendas:** There is no requirement to publish agendas in advance.
- **Decision-Making:** The Working Party does not have decision-making authority but is tasked with exploring relevant topics and presenting recommendations to the Parish Council for approval.

Membership:

- The Working Party currently comprises Parish Councillors, as agreed during the March 2025 Parish Council meeting.
- Community members are encouraged to join, subject to approval by the Parish Council. New members, whether Councillors or community members, will be formally ratified at the next available Council meeting.

Structure & Participation:

- The Working Party may appoint a Chairman at its discretion.
- External participants or guests may be invited to attend meetings as needed.

Focus Areas:

1. Santa Sleigh – Christmas 2026

- Review and recommend potential adjustments to the Santa Sleigh route.
- Nominate a local charity or organisation to receive the Santa Sleigh donations for Christmas 2026.
- Identify any other relevant matters concerning the Santa Sleigh.

2. Christmas 2026 – Lights & Decorations

- Recommend whether to solicit quotations or utilise a tender process for the installation of Christmas lights.
- Explore potential costs, funding opportunities, grants, and additional ideas for the Christmas 2026 celebrations.
- Propose suppliers for the purchase of the village Christmas tree.
- Suggest measures to improve the safety of Christmas lights and sponsorship boards once installed.
- Recommend the annual sponsorship fee for Christmas lights and or other associated costs.

Reporting:

The Working Party will provide monthly updates to the Parish Clerk as and when, who will then circulate the updates to the Parish Council and itemise the updates for consideration at Parish Council meetings.

Approved at the Parish Council meeting on the 14th of April 2025.