

## **Terms of reference for Late Night Shopping Working Party 2019**

Agreed at meeting of C&TP held on 7<sup>th</sup> February 2019

The Working Party for Late Night Shopping has no power to spend the budget that has been allocated to the event by the Community & Town Promotion Committee & as such this Working Party is not bound by local government legislation with regard to the convening or publication of meetings held.

### **1. Membership**

- 1.1 Membership will consist of members of Malmesbury Town Council, The Town Team and other interested individuals by resolution of the Community & Town Promotion Committee:

Cllr Helen Wallace

Sarah Wilde

Cllr Carys Hardwick

Cllr Gavin Grant

Cllr Gary Darling-Parkes

Cllr Fran Vandelli

Cllr Catherine Doody

- 1.2 The chairman will be elected at the first meeting of the working party.

### **2. Meetings**

- 1.1 Meetings will be held weekly from 6<sup>th</sup> September (2.30pm)
- 1.2 In the absence of the Chairman, meetings will be chaired by another elected chairman for that meeting.
- 1.3 A 'wash-up' meeting will be held in January to review the event and will make recommendations to the Community & Town Promotion Committee for improvements.
- 1.4 Notes will be taken at the meetings for future reference and circulated to all members of the Working party.

### **3. Purpose/Governance of the Working Party**

- 1.1 To co-ordinate events taking place on the evening of Late Night Shopping.
- 1.2 To report to the Community & Town Promotion Committee regularly requesting ratification of expenditure which may be incurred.

- 1.3 All Members of C&TP are able to attend meetings of the Working Party and ask for any relevant documentation.
- 1.4 To ensure that all stewarding requirements for the event are covered.
- 1.5 To liaise with MTC staff to ensure that communication with potential pitch hirers are distributed in plenty of time.
- 1.6 To ensure that MTC staff are kept up to date with developments of the event.
- 1.7 Any requests for action by MTC staff is made at the earliest opportunity.
- 1.8 To complete a Risk Assessment for the event.
- 1.9 To ensure all relevant permissions/licenses are applied for (ie road closures, parking suspensions, performing rights, DBS checks)