

Cyngor Dinas Llanellwyl St Asaph City Council

Christmas Lighting Working Group: Terms of Reference 2026-2027

Composition: Elected Members - 4

Meetings: Called as and when required from within Full Council

Chairman: Elected by the Working Group

Quorum: 3 (one third of total membership)

Purpose of the Working Party

The Working Party is established to keep under review St Asaph City Council's Christmas lighting on behalf of the Council and this shall include the following responsibilities.

Delegations are:

1. Keeping under review the City Council's Christmas lighting to ensure that it meets the aims of the Council and continues to provide an attraction for the community.
2. Making recommendations to the Council on festive lighting provision. To include maintenance, installation and storage.
3. Developing and keeping under review a scheme covering the extent of the festive lighting displays in the City.
4. Meeting with representatives of suppliers of festive lighting in order to discuss the feasibility of the Council's plans. The Group will put forward preferences for the lighting scheme as to the installations, motifs, colour scheme and scope of proposed schemes.
5. Meeting with partners or contractors to discuss permissions, installation and storage.
6. Considering quotations and proposals from suppliers, to include installation maintenance and storage costs.
7. Making recommendations to Council with regard to Christmas lighting provision.