



COLEHILL PARISH COUNCIL

PLATINUM JUBILEE WEEKEND WORKING GROUP TERMS OF REFERENCE

Under Standing Order 4 the Council may set up advisory committees that consist of Councillors and members of the public. Legislation allows delegation to an officer under the Local Government Act 1972 s101 1(a)

1. Name

The name of the advisory committee shall be the Platinum Jubilee Weekend Working Group.

2. Purpose

The purpose of the Group shall be to arrange events in conjunction with the anniversary of H M the Queens Platinum Jubilee across the weekend of 2-5 June 2022. The Working Group will act on behalf of the Colehill Parish Council to carry out the following tasks:

- (a) To look at protocol coming down from advisory bodies on the national celebrations taking place across the country and to investigate their suggestions, ideas and proposals. These important events (ie National Toast etc) should be incorporated wherever possible.
- (b) To report back to Council or committee depending on financial value, ideas and recommendations which will go forward to form events that the Council will put on. Smaller matters with a financial outlay of less than £1,000 can be agreed and actioned by the Clerk as indicated by a majority vote by the working group.
- (c) To form achievable costings & work within the designated budget for the whole weekend.
- (d) The Working Group and individual members of the Working Group shall consider the Climate Emergency declared by Dorset Council and the work that Colehill Parish Council Climate working group are already doing in all elements of group planning, and unless completely unavoidable will not buy any single-use plastic.
- (e) To risk assess any matters deemed necessary and to bring those draft assessments before the Council or relevant committee.

3. Membership

The Working Group shall consist of Parish Councillors previously in the VE Weekend Working Group and members of the public including representatives from any other local organisations interested. The Group may co-opt additional members or members of the public at its discretion.

4. Chairperson

At the first meeting the Working Group will elect a chairperson if it feels necessary. The chairperson would then be responsible for ensuring that factors such as Health & Safety, cost, feasibility and environmental impacts are considered in all decisions and actions agreed by this working group. If no Chairperson is elected, the group as a whole in conjunction with the Clerk shall consider these factors.

5. Meetings

The Group will meet as and when required.