

# **STRATFIELD MORTIMER PARISH COUNCIL TERMS OF REFERENCE**

## **QUEEN'S PLATINUM 70TH JUBILEE WORKING PARTY**

### **Purpose of the Working Party**

To research, advise, set up, and manage, prospective events/activities for the Queen's Platinum Jubilee celebrations over the Bank Holiday weekend of Thursday 2 June to Sunday 5 June 2022 (*70th anniversary as Monarch*) ("the Event"), as further detailed below.

### **Membership of the Working Party**

At least three members ("Councillors") of Stratfield Mortimer Parish Council ("SMPC") appointed by SMPC together with members of the public co-opted for their expertise as agreed by the Councillors and notified to SMPC.

The SMPC Code of Conduct will apply to all members of the Working Party.

### **Aims and Objectives**

- To advise SMPC (as more fully detailed below) regarding the feasibility and potential costs of the Event.
- To deliver the Event.

### **Method of Working**

- The Working Party will elect a Chairman from amongst the Councillors.
- Meetings will be held as needed and progress reports will be furnished to SMPC as relevant and necessary.
- Via the Councillor Members, the Working Party will provide a written progress report to the Parish Council at each Full Council meeting. This will include a budgetary status. The Parish Council will provide the opportunity for the report via its meeting agenda up until the disbandment of the Working Party.
- Meetings will not be held in public and SMPC Standing Orders will not apply to such meetings.
- SMPC has delegated decisions concerning contracts, expenditure, etc, arising in respect of the Event to the Clerk to SMPC in consultation with the Chairman and Vice -Chairman of SMPC.
- Any proposal by the Working Party regarding the Event that requires the agreement of, or action by, SMPC (as detailed above) shall be managed in accordance with SMPC Standing Orders and Financial Regulations.
- The Working Party shall be a task and finish group and shall disband following delivery of the Event and the finalisation of any matters arising.