

Sandford St Martin Jubilee Celebrations Working Group

16 May 2022

PURPOSE OF THE WORKING GROUP

GENERAL

1. The Parish Council will appoint the Working Group and determine the composition, roles and functions.
2. The Terms of Reference should be read in conjunction with the Parish Council's adopted Standing Orders and Financial Regulations.
3. In applying the Terms of Reference, the Group is empowered to consult, insofar as it might consider it necessary or desirable, with the full council.

COMPOSITION

The working party shall comprise up to 12 volunteer members (but this can be revised upwards) with one being a nominated Parish Councillor.

POWERS

The working party cannot make decisions on behalf of the Parish Council, and any recommendations made by the working party will be subject to the approval by the council if the nominated Parish Councillor sees fit. Any activity undertaken by volunteer members of the working party is undertaken at their own risk.

ROLES AND FUNCTIONS

1. The objective of the working group is to organise a parish wide event to celebrate the Queen's Platinum Jubilee.
2. To meet as necessary, to agree a time, date and location for the event, and publicise the event.
3. To set up, run and clear up after the event.
4. Volunteer members to supply, and be responsible for, their own equipment and tools whilst undertaking any works for the event.

REPORTING FUNCTION

The nominated Parish Councillor will provide an update at each regular council meeting leading up to the event, and at the one following the event.