



*Longwick-cum-Ilmer  
Parish Council*

## **LONGWICK PARISH COUNCIL**

### **QUEEN'S PLATINUM JUBILEE WORKING GROUP TERMS OF REFERENCE ADOPTED DECEMBER 2021**

#### **OBJECTIVE:**

The aim of the working group is to organise the Queen's Platinum Jubilee celebration. The group will carry out research and make recommendations to the Full Council.

#### **MEMBERS:**

Members will be appointed by Full Council also due to meeting timings this may be approved via email by all Councillors and ratified at the next meeting.

It is anticipated that the Working Group will consist of the following members:

- Up to 5 Councillors who will have the power to co-opt non council persons i.e., members of Longwick Evening WI, Longwick School etc
- The Clerk

#### **CHAIRMAN:**

A Chairman will be appointed at the first meeting of the Working Group, the Chairman will be a Councillor.

#### **DUTIES AND POWERS:**

The Working Group will carry out research for the event such as venue, date, timings and activities. All recommendations will then be presented to Full Council for discussion and approval. The Working Group is not permitted to enter into any contracts either written or verbally without the authority of Full Council – such authority may be sought via email with the decision ratified at the next Parish Council meeting.

The Working Group will be governed by the Parish Councils Code of Conduct.

Meetings of the Working Group are to be held as and when needed and maybe in person meetings or held virtually via Zoom or another sufficient platform.

Reports of this working group will be submitted to Full Council and will become part of the minutes of that meeting.

Councillors not on that working group are able to attend meetings as observers but are not entitled to speak unless invited to do so by the Chairman.