

Grimston Parish Council

Platinum Jubilee Celebration Committee – Terms of Reference

1. Premise

The purpose of this Committee is to consider how best to mark H.M the Queen’s Platinum Jubilee in June 2022. The Committee will then plan and organise suitable activities. The Committee will liaise with other local organisations to develop a programme of events.

2. Membership

The Committee shall comprise of at least four Parish Councillors appointed at a Council meeting. At the first meeting of the Committee a Chairman will be elected by the members. The terms of reference must be approved by full Council, but the Committee may review the terms of reference to ensure they remain relevant as the project develops. All Councillors will receive the agenda and draft minutes for each meeting.

3. The Committee’s Responsibilities and Powers

The Committee shall have powers delegated by full Council in relation to organising those events and activities approved by full Council. The powers will include planning and organising events and agreeing risk assessments.

The Committee has delegated powers to incur expenditure within the relevant Council agreed budget.

4. Quorum

A quorum will be three members (parish councillors).

5. Meetings

The Committee will arrange a schedule of meetings necessary to complete its work. Notice of these meetings will be published on the Council website and provision for the public to attend must be made.

Committee Minutes will be an agenda item and presented for noting at the next meeting of the Parish Council.

The Committee may co-opt non-councillors onto the Committee

Only members of the Committee may vote on Committee agenda items.

6. Restrictions

A member of the Committee must make any declarations of interest and withdraw from the room and/or abstain from voting as appropriate.

The Committee will comply with and have due regard to Council policies and guidance, which include (but are not limited to): - Standing Orders - Financial Regulations.