



The Queen's Platinum Jubilee Celebrations Working Group Terms of Reference

1. The Queen's Platinum Jubilee Working Group is constituted to research, plan and deliver community celebrations to commemorate The Queen's Platinum Jubilee in June 2022.

2. The Working Groups actions are to:

- i) Work in partnership with community organisations to determine type of celebrations; format, date, time and location.
- ii) Prepare an Event Plan for the Community Committee's approval.
- iii) Prepare a budget, seek external funding and report back to full Council, no later than November 2021, any request for 2021 budget provision.
- iv) Seek relevant licenses, insurance and agreements.
- v) Prepare event branding and implement agreed communications plan.
- vi) Secure sufficient voluntary and community organisation support to run the event in a coordinated and safe manner.

3. In delivering these objectives, the Working Group shall have authority to:

- i) Liaise with third party organisations.
- ii) Request and review data from contractors, businesses and principal authorities.
- iii) Through the Clerk, seek professional advice such as advice licensing, H&S and financial matters.
- iv) Promote the event to the community, once event funding is secured.
- v) Make applications for grant funding and receive donations, on behalf of MPC.

4. Membership shall comprise of:

- A minimum of three Councillors, any Councillor is entitled to be a member.
- Community representatives, subject to the Working Group's view that their input adds value. Non-Councillors do not have voting rights on any financial matter.

5. The quorum for Working Group meetings shall be at least two Councillors supported by the Clerk.

6. The Working Group may appoint its own Chairman.

7. Full Council retains overall responsibility:

- i) The Working Group must provide regular progress reports to full Council.



ii) The Working Group does not have authority to agree or sign any contracts or deeds.

iii) The Working Group does not have delegated financial authority; however, the Clerk may liaise with Working Group members on financial matters which fall under the Clerk's delegated authority.

8. The Working Group must acknowledge MPC's duty to provide for all demographics within the community and must not discriminate against protected characteristics.

9. Conflicts of Interest - Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves or their company/organisation arising from the decisions or recommendations of the group.

10. Data Protection – the Working Group's work must comply with the Data Protection Act and member must have regard to MPC's Data Protection Policies. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations