



## **Terms of Reference**

### **Willaston Platinum Jubilee Committee**

#### **1. Premise**

The purpose of the Committee is to make arrangements for Willaston celebrations of Her Majesty The Queen's Platinum Jubilee, with a focus on events from Thursday 2nd to Sunday 5th June 2022. The Committee will plan and organise suitable events/activities. The Committee will liaise with Cheshire East Council, Cheshire Police, and other local organisations as appropriate. The Jubilee arrangements will be informed and inspired by the Willaston Coronation Celebrations as detailed in the Programme of Willaston Coronation Celebrations.

#### **2. Membership**

The Committee shall comprise of at least four Parish Councillors appointed by full Council. The Chairman and Vice-Chairman shall be parish councillors. The Committee may co-opt non-councillors onto the Committee to a maximum of three. Any co-opted member must be agreed by the Clerk.

#### **3. The Committee's Responsibilities and Powers**

The Committee shall have powers delegated by full Council in relation to planning, organising and managing events/activities in accordance with section 1. The powers will include proposing a budget, planning and organising events/activities and agreeing risk assessments. The Committee shall present a budget to Council in October 2021 for approval. The Committee has delegated powers to incur expenditure within the budget resolved by full Council.

#### **4. President**

The President of the Committee is an honorary appointment and they shall be invited to attend meetings of the Committee but shall not have voting powers. The President along with the Chairman of the Council shall be invited to all celebration events/activities scheduled and may be called upon to present awards and make speeches as required. The Presidency shall be offered to Honorary Freewoman Mrs. E. Ridgway or such distinguished person as resolved by full Council.

#### **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. A quorum will be three members (parish councillors). Committee minutes will be an agenda item and presented for noting at the next meeting of full Council. The Chairman or Vice-Chairman of the Committee shall present a report to full Council as requested by the Chairman of the Council and Clerk.

#### **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 relevant legislation for all arrangements planned. The Committee will comply with and have due regard to the Standing Orders and Financial Regulations of the Council.