



# Ringshall Parish Council

## Jubilee Celebration Working Party TOR

V1.0

## Version Control

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Approval Committee	Full Council
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## Policy History

Version:	Author:	Reason for Issue:	Date:	Approval Minute:
1.0	Clerk	New Policy	07/21	

# Background

For one-off items of business that Council would like to:

- support
- be in charge of the provision of
- have significant input from the community, and/or organisations in the community
- manage in an ad-hoc manner

the use of a working party can be very beneficial.

The Council may appoint working parties as and when they see fit. These parties can last for a long time, or just until the work item has been completed. They can discuss issues with third parties, including contractors, but they have no powers to act on Council's behalf, and so cannot engage in or solicit any contracts.

## Membership

1. The Council will appoint the Council members to be on the working party.
2. The Council can suggest, and appoint, other suitable members.
3. The working party can appoint other members of the working party, as and when it sees fit.
4. The working party can remove members from the working party, except for those appointed by the Parish Council.
5. The constitution of the working party shall be a minimum of three members.
6. Members of the working party can include non Parish Council members.
7. The Parish Council reserves the right to appoint the leader of the working party, but will in general allow the working party to assign its own leader. This right includes removal of the current leader, and replacement by another if the Council decides that is in the best interest of the working party.
8. Any member of the Parish Council can attend the working party, whether appointed to it or not.

# Powers

The working party has no spending powers, or powers to enter into a contract, nor can it make decisions on behalf of the Parish Council.

It is purely an advisory group with no delegated powers of the Parish Council.

## General responsibilities and areas of operation

1. Working parties are not a public meeting so do not have to be advertised.
2. They can meet as often as they like, and where they like.
3. The leader of the working party will inform the Clerk, in a timely manner, of the proposed meetings of the working party, so any Councillor wishing to attend can be informed.
4. Minutes do not have to be taken, but it would be prudent to do so if only for internal records in the working party.
5. Any recommendations to council, should be recorded and sent to the Clerk by the leader of the working party.
6. The Clerk is not expected to attend any working party meetings.
7. The working party should report in a timely manner to Council if there is a need for Council to make any decisions based on recommendations. The working party should note the meeting diary of the Parish Council. It is expected that there should not be a need to call an extra-ordinary meeting to handle recommendations.

## Specific responsibilities and areas of operation

The following is indicative of the responsibilities of the working group, and as such allows the working party to act with some level of discretion in its actions.

However, the ultimate goal of the working party is to determine a suitable celebration to mark the Queen's Platinum Jubilee.

- It should try to illicit the wishes of the parish when considering what can be provided.

- It should investigate funding sources for the celebration, as the Parish Council has very little funds that it can use on this endeavour.
- It should determine where the best location(s) is(are)(but it cannot make any agreements with the relevant landowners/managers)
- It should look at the Health and Safety aspects of any celebration event
- It should determine if it should be a one off event, or multiple linked events
- It should consider linkages to other celebrations being held in neighbouring parishes