

Boughton Malherbe Parish Council – Platinum Jubilee Event Working Group

TERMS OF REFERENCE:

Approved and adopted by Full Council 30th May 2022

1. Working Group

The event organising Group is adopted as a Working Group of Boughton Malherbe Parish Council.

2. Members

There is no requirement for any Member of the Parish Council to be a Member of the Working Group.

3. Risk Assessment

The Parish Council Chairman and Clerk shall have delegated authority to produce a risk assessment for the event for insurance purposes.

4. Responsibilities

- a)** The Working Group shall have responsibility for the organisation and delivery of the Platinum Jubilee event to be held on Graft Green Village Green on Saturday 4th June 2022.
- b)** Liaison with the Parish Council shall normally be conducted through the Clerk.
- c)** The Parish Council's financial liability for the event shall not exceed £800.
- d)** Expenses incurred by members of the group shall be submitted to the Clerk, together with relevant invoices and/or receipts, for reimbursement.
- e)** The Parish Council shall have responsibility for providing public liability insurance for the event.