

## **PLATINUM JUBILEE EVENT PLANNING – TERMS OF REFERENCE**

**FREQUENCY:** MONTHLY/AS REQUIRED  
**VENUE:**  
**TIME:**

**MEMBERSHIP** CHURCH; PARISH COUNCIL; OVER '60 CLUB;  
ALLOTMENT ASSOCIATION; LOCAL SCHOOLS  
LOCAL PUBS; WOULDHAM COMMUNITY INITIATIVE;  
SOCIAL LANDLORDS; NEIGHBOURHOOD WATCH;  
RESIDENTS

**OBJECTIVES:** TO PLAN AND DELIVER A RANGE OF ACTIVITIES TO  
COMMEMORATE THE QUEENS PLATINUM JUBILEE  
TO ENSURE ACTIVITIES AND EVENTS ARE NOT  
DUPLICATED  
TO ENSURE ACTIVITIES AND EVENTS ARE INCLUSIVE  
OF THE WHOLE VILLAGE  
TO SHARE SKILLS, KNOWLEDGE AND RESOURCES

**GROUND RULES:** OPEN AND HONEST, NON-JUDGEMENTAL,  
CONSTRUCTIVELY CHALLENGE

**COMMITMENT** TO COMPLETE ACTIONS IN THE ACTION PLAN  
REPORT ON ISSUES AND REQUEST SUPPORT  
SUPPORT OTHERS IN THE GROUP

**DELEGATED POWER** TO AGREE SPEND OF ALLOCATED BUDGET, BE  
RESPONSIBLE FOR ANY FUNDING/MONITORING AND  
REPORT EXPENDITURE TO PARISH COUNCIL  
MEETINGS.  
TO SEEK ADDITIONAL FUNDING AS APPROPRIATE

### **REGULAR AGENDA**

What is planned

What is going well, actions completed

Adjustments to project plan

Action log, any outstanding actions? support needed?

Funding Support

Marketing plan