



Okehampton Town Council

# Okehampton Town Council

## Queen's Platinum Jubilee, 2022 Task & Finish Group Terms of Reference

### Membership and Structure

The core constitution of the Group shall consist of Members of Okehampton Town Council, and an Officer. Meetings will take place within normal working hours.

The Chairman of the Group shall be chosen from its Members.

### Purpose

The purpose of the Group is to arrange and plan an event or events to mark the Queen's Platinum Jubilee in June 2022.

### Reporting

This is a non-decision making group who shall report to meetings of the Policy & Resources Committee as and when necessary.

Task & Finish Group – A group with a clear time frame whose remit is to investigate options and report recommendations to the Council or Committee as designated

Working Group – A group without a clear end date whose remit is to investigate options and report recommendations to the Council or Committee as designated