



## **Terms of Reference Kings Coronation Community Event Working Party**

### **1. Purpose**

The purpose of this working party is to organise a community event for the Kings Coronation, and to provide direction for officers, councillors and volunteers in the planning, organisation and evaluation of this event. Further, representatives of organisations and community groups in the Parish will be invited to join this working party to jointly arrange and organise this event.

### **2. Membership**

The working party shall comprise of at least two Councillors appointed at the Full Council Meeting and three members of the public representing organisations and community groups. At the first meeting of the working party a Chair will be elected to act as lead and report back to Full Council. The terms of reference for this working party will be agreed by Full Council.

### **3. Meetings**

- a. The Working Party will meet as and when required.
- b. A meeting can be called by a member of the Working Party.
- c. Meetings will be open to the public to attend.
- d. Written minutes will be taken to record the Working Party's proposals and decisions. These will be forwarded to the Clerk for circulation to all Councillors with recommendations made for approval at the next Full Council meeting.

### **4. Conditions**

The Working Party is empowered to invite specialist professional officers or advisers to attend meetings to provide guidance as to matters under discussion. If a cost is involved this must be agreed and resolved at a Council meeting before the attendance of the officer or adviser takes place. The Working Party has powers delegated by full Council in relation to organising events. The powers will include planning and organising events, agreeing risk assessments and the consideration of advice from the Safety Advisory Group.

The Working Party will notify the Council of intentions to apply for grant funding to assist with the expenditure of the event. Any applications will be agreed at the next meeting of the Council. Potential expenditure for the event will be notified to the Council who will resolve to delegate to the clerk the authority to spend within set limits on a monthly basis.

The Working Party will comply with and have due regard to Council policies and guidance, which include (but are not limited to): - Standing Orders - Financial Regulations.

### **5. Restrictions**

A member of the Working Party must declare any conflict of interest and withdraw from the room and/or abstain from voting as appropriate.

## **6. The Working Party Responsibilities and Powers**

The Working Party has delegated powers to plan and arrange the Coronation event, including proposals to make expenditure within the relevant budget.

Urgent matters requiring expenditure will be dealt with as per the Council's Financial Regulations and Scheme of Delegation.

Adopted by St Dennis Parish Council

On the 30<sup>th</sup> November 2022

Min Ref: F44/22