



Adopted: 15 December 2022
Next Review: May 2023

King's Coronation Working Group - Terms of Reference

Membership

Members of the working party will be appointed by the Council and will consist of a minimum of 3 member of the Council.

With the authority of the Council the working group can co-opt members of the public who have specific knowledge/expertise on the subject to assist the working group.

The term of membership for a working group will be for a period of one year or to the next Annual meeting of the Council.

The annual meeting of the Council will re-confirm the working group's membership and terms of reference.

Leader

The leader will be appointed by the group. The leader will be the working party's main point of contact for Council staff, Council members and members of the public.

Powers

Working groups cannot make decisions on behalf of the Council and any recommendations made by working parties will be subject to approval by Council.

Responsibilities

The working group will oversee the running and organisation of any Council run King Charles III Coronation events ensuring they run legally and reflect well on the Council as a whole.

Note: A Town Council event is an event which the Council has expressly agreed at a meeting and the decision minuted, to organise and take full responsibility for, having first taken note of the activities involved.

Meetings

The working group will arrange its own meetings and schedule of work. The working group does not meet in public, therefore the Standing Order are not applicable, although the Code of Conduct still applies. The Town Clerk will be notified of any meeting with at least 2 working days' notice.

The quorum of the group shall be 2 Councillors, co-opted members will not count towards the quorum.

The working group will report formally to the Council.