

TERMS OF REFERENCE

KING CHARLES III CORONATION CELEBRATION/VILLAGE EVENT

The parish council has power to promote entertainment and the arts, including village celebrations under the following statute: Local Government Act 1972 Section 145.

Purpose of the Coronation Working Group (CWG)

To present to the parish council plans for celebrating the King's Coronation during the bank holiday weekend 6-8th May 2023 and once approved to organise the event.

Constituency:

The Working Group will consist of the following members

- Minimum one parish councillor
- Up to 10 residents

The meeting quorum is at least one councillor and 2 other members

Terms:

- All members will have voting rights
- The CWG will meet monthly and more frequently if required
- The CWG will report to the parish council at the council monthly meetings
- The CWG will remain active until the project is completed in May 2023.

Authority:

The CWG has no delegated authority to determine the activities involved in the celebrations.

Once the PC has agreed the activities and the budget, the CWG will then have delegated authority to organise and commit to the activities within the agreed budget. All invoices must be made out to the parish council and given to the clerk for payment. Invoices will be approved and paid monthly at the parish council meeting.

Funding:

The budget for this project has been agreed at £1000 plus any successful grant bids - ex vat.

### Key Timeline:

- Establish CWG – February 2023
- Recommendation to the parish council for activities and date of activities - February 2023 parish council meeting.

### Members of the Group:

- Must be aware of their obligation to declare any direct personal interests that may be perceived as relevant to any decisions or recommendations made by the CWG.
- Must ensure that there is no discrimination and that the process and event is inclusive, open and transparent.
- Must ensure that in all activities they uphold the seven Principles of Standards in Public Life (Nolan Principles, see below)

### Main Responsibilities:

- Design and implement a celebration event with consideration to accessibility, inclusivity, health and safety and within the guidelines set out by the council's insurer.
- Remain within the set budget
- Consider other funding opportunities to support the event
- Publicise the event using the village Facebook page and newsletter and any other appropriate outlets.

## NOLAN PRINCIPLES OF PUBLIC LIFE

### **1. Selflessness**

Holders of public office should act solely in terms of the public interest.

### **2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work.

They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **6. Honesty**

Holders of public office should be truthful.

### **7. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.