

<b>Title of Report:</b>	<b>Terms of Reference</b>
<b>Committee Report Submitted To:</b>	<b>Coronation Sub-Committee</b>
<b>Date of Meeting:</b>	<b>22 October 2024</b>
<b>For Decision or For Information</b>	<b>For Decision</b>
<b>To be discussed In Committee YES/NO</b>	

<b>Linkage to Council Strategy (2021-25)</b>	
Strategic Theme	Leader and Champion
Outcome	
Lead Officer	Director of Corporate Services

<b>Budgetary Considerations</b>	
Cost of Proposal	TBC
Included in Current Year Estimates	<b>YES/NO</b>
Capital/Revenue	Revenue
Code	
Staffing Costs	

<b>Legal Considerations</b>	
Input of Legal Services Required	<b>YES/NO</b>
Legal Opinion Obtained	<b>YES/NO</b>

<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

## **1.0 Purpose of Report**

- 1.1 The purpose of the report is to consider the updating of the Terms of Reference (Appendix 1) for the Coronation Sub-Committee.

## **2.0 Background**

- 2.1 At its Meeting on 24 September 2024, the Corporate Policy & Resources Committee agreed the following Notice of Motion:

*8th May 2025 will be the 80 year anniversary of VE Day where Nazi Germany officially surrendered, and World War 2 came to an end in Europe. I propose that Causeway Coast and Glens Borough Council organise and host a programme of events fitting to commemorate Victory in Europe Day on Thu 8th May 2025 - a programme that should be a spectacular celebration as well as remembering those who gave their all for all of us.*

- 2.2 At the same Meeting, it was also agreed that consideration be given to renaming the Coronation Sub-Committee in order to reflect its purpose and broaden its remit to other commemorative and celebratory occasions.

## **3.0 Proposals**

- 3.1 It is proposed that the Terms of Reference be updated to include changing the name of the Coronation Sub-Committee to the Commemoration and Celebration Sub-Committee or Members may wish to offer alternatives.

## **4.0 Recommendation**

- 4.1 **It is recommended** that the Coronation Sub-Committee recommends to Council that the Terms of Reference be updated as detailed in Appendix 1.

**Commemoration and Celebration Coronation Sub Committee  
Draft Terms of Reference**

**1. Background**

In December 2022 the Council supported the following Notice of Motion, proposed by Councillor Storey, seconded by Alderman McLean:

**Notice of Motion**

*This council acknowledges, with sadness, the recent passing of our late Sovereign Lady, Queen Elizabeth II. Pays tribute to the exemplary dignity, wisdom and diligence with which Her Late Majesty served our nation and the Commonwealth. Further acknowledges the tremendous debt of gratitude owed for the personal sacrifice and unwavering loyal devotion over her glorious 70-year reign.*

*This Council commits to honour and enshrine her memory in tangible commemoration across the Borough and invites council officers to present an options paper to the relevant committee for consideration in due course.*

*This council shall also establish a sub-committee to commence preparation for the coronation of His Majesty, King Charles III.*

In November 2023, the Council supported the following Notice of Motion, proposed by Councillor Stirling, seconded by Councillor Huggins:

**Notice of Motion**

*I call upon this council to submit an application to host Armed Forces Day 2026. This significant event is a great opportunity to show our support and give thanks to our military personnel and families both past and present including our veterans and cadets.*

*This event will attract thousands of visitors to our Beautiful Borough, supporting our local traders and tourism providers.*

In September 2024 the Council supported the following Notice of Motion, proposed by Councillor, seconded by Councillor Huggins, seconded by Alderman Knight-McQuillan:

**Notice of Motion**

*8th May 2025 will be the 80 year anniversary of VE Day where Nazi Germany officially surrendered, and World War 2 came to an end in Europe. I propose that Causeway Coast and Glens Borough Council organise and host a programme of events fitting to commemorate Victory in Europe Day on Thu 8th May 2025 - a programme that should be a spectacular celebration as well as remembering those who gave their all for all of us.*

**2. Role of the Sub Committee**

The role of the Sub Committee is to act as an advisory group, supporting the development of a proposed programme of activity to recognise **commemorative and celebratory occasions**, ~~the coronation of His Majesty, King Charles III, and to honour and enshrine the memory of Queen Elizabeth II in tangible commemoration across the Borough.~~

To identify resource requirements to deliver an agreed programme of activity **and commemoration;**

- To share best practice in terms of wider initiatives and approaches;

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- To promote co-ordination and collaboration in terms of delivery of a range of activity, avoiding duplication of effort.

### **3. Membership**

- i. Membership is comprised of the following:

Six Elected Members nominated by d'Hondt;

- ii. The quorum of the Sub Committee shall be 3 Elected Members;
- iii. The Chair of the Sub Committee will be appointed from the Elected Members present at the first meeting.

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### **4. Partnership Working**

***The Sub Committee will engage with relevant stakeholders, eg Lord Lieutenants, RBL's, Churches, Schools, Community and Voluntary as and when required***

### **5. Meetings**

The first meeting of the Sub Committee will be held on Wednesday the 15<sup>th</sup> of March and thereafter as agreed by the Sub Committee.

### **6. Communication & Reporting**

The Sub Committee will be facilitated by Council staff who will feed back recommendations through the Corporate Policy & Resources Committee.