



**CORONATION SUB-COMMITTEE MEETING  
TUESDAY 28 NOVEMBER 2023**

<b>No</b>	<b>Item</b>	<b>Summary of Key Recommendations</b>
1.	Apologies	<i>None</i>
2.	Declarations of Interest	<i>None</i>
3.	Election of Chair and Vice Chair	<i>To recommend that Corporate Policy and Resources Committee approve Alderman Knight-McQuillan be appointed as Chair; Councillor Wilson be appointed as Vice-Chair</i>
4.	Terms of Reference	<i>To recommend that Corporate Policy and Resources Committee approve the draft Terms of Reference, as amended</i>
5.	Minutes of the Coronation Sub Committee meeting held Wednesday 15 March 2023	<i>Confirmed as a correct record</i>
6.	Date of Next Meeting	<i>To recommend that Corporate Policy and Resources Committee approve scheduling a Coronation Sub Committee Meeting on Tuesday 5<sup>th</sup> December at 6 pm in advance of the Council Meeting scheduled at 7 pm</i>

**MINUTES OF THE MEETING OF THE  
CORONATION SUB-COMMITTEE  
HELD IN THE COUNCIL CHAMBER AND VIA VIDEO-CONFERENCE ON  
TUESDAY 28 NOVEMBER 2023 AT 6.00 PM**

- Chair:** Alderman Knight-McQuillan (Items 3-6 inclusive) (C),
- In Attendance:** Alderman Fielding (C), Councillor Huggins (C), McCully (C), Storey (C), Wilson (C)
- Non-Committee Members in Attendance:** Alderman Callan (C), Coyle (C); Councillors Kyle (C), McAuley (C)
- Officers Present:** M Quinn, Director of Corporate Services (C)  
I Owens, Committee and Member Services Officer (C)
- In Attendance:** A Lennox, ICT Mobile Officer (C)

The Director of Corporate Services Chaired the meeting at this point.

**1. APOLOGIES**

There were no apologies recorded.

**2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**3. ELECTION OF CHAIR AND VICE CHAIR**

The Director of Corporate Services invited nominations for Chair and Vice Chair.

Proposed by Councillor Storey  
Seconded by Councillor Wilson and

**AGREED** - To recommend that Corporate Policy and Resources Committee approve Alderman Knight-McQuillan be appointed as Chair.

Proposed by Councillor Storey  
Seconded by Councillor Huggins and

**AGREED** - To recommend that Corporate Policy and Resources Committee approve Councillor Wilson be appointed as Vice-Chair.

- \* **The Chair assumed her position in the Chamber and Chaired the meeting.**

- \* **Alderman Fielding joined the meeting in the Chamber at 6.10 pm.**

#### **4. TERMS OF REFERENCE**

Report, previously circulated, was presented by the Director of Corporate Services.

##### **Background**

In December 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.*

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

##### **Membership**

- i. Membership is comprised of the following:
  - a. Six Elected Members nominated by d'Hondt;
  - ~~b. Representatives from external organisations: Lord Lieutenants / local churches / schools~~
  - ~~c. Other relevant stakeholders as per agreement of Council~~
- 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.

**1. Partnership Working**

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

**2. 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.

**3. Communication & Reporting**

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

**~~6. Standing agenda~~**

- ~~1. Apologies;~~
- ~~2. Declarations of interest;~~
- ~~3. TORs and appointment of Chair;~~
- ~~4. Possible activities: Large screen in Coleraine, choral festival involving local schools, Mayoral reception for choral participants, small grants programme for local community groups;~~
- ~~5. Linkage to regional events / NIO and HML engagement;~~
- ~~6. AORB.~~
- ~~7. DONM.~~

The Director of Corporate Services advised that previously recorded Standing Items had been removed from the Agenda and Membership would not be drawn from External Organisations and Statutory Agencies as this would be considered under 1 – Partnership Working.

The Chair advised the Terms of Reference were live and could be subject to change adaptations at any juncture.

Proposed by Councillor Huggins  
Seconded by Alderman Fielding and

**AGREED** - To recommend that Corporate Policy and Resources Committee approve the draft Terms of Reference, as amended.

**5. MINUTES OF THE CORONATION SUB COMMITTEE MEETING HELD WEDNESDAY 15 MARCH 2023**

The Director of Corporate Services that the minutes were for noting as had already been ratified.

**AGREED** – that the Minutes of the Coronation Sub Committee meeting held Wednesday 15 March 2023 were confirmed as a correct record.

## 6. DATE OF NEXT MEETING

At the request of Alderman Fielding, The Director of Corporate Services advised that at the next meeting a report would be brought which would allow for discussion and consideration of a format for commemorations.

The Director of Corporate Services sought the view of the Sub-Committee regarding tabling of the next meeting of the Coronation Sub Committee and suggested 6pm before the January Corporate Policy and Resources Committee but advised that the Minutes would not be ratified until the February Council Meeting. The Director suggested that the Sub Committee may wish to meet on a date in advance of the Corporate Policy and Resources Committee meeting.

Alderman Fielding spoke of his desire to expediate progress and Councillor Storey suggested there should be sense of the remit for moving forward.

Proposed by Councillor Storey  
Seconded by Councillor McCully and

**AGREED** - to recommend that Corporate Policy and Resources Committee approve that Council schedule a Coronation Sub Committee Meeting on Tuesday 5<sup>th</sup> December at 6pm in advance of Council Meeting scheduled at 7pm.

At the request of Councillor McCully the Director of Corporate Services confirmed that this was the second meeting of the Coronation Sub-Committee to take place.

At the request of Councillor McCully all Elected Members were in agreement that the meeting could be held in the Bann View Committee Room.

There being no further business, the Chair thanked everyone for their attendance and the meeting closed at 6.20 pm.

---

Chair