

# Terms of reference

## Cross Roads Parish Council



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### Coat Of Arms Regalia & Framing Working Party

#### 1. Purpose:

The purpose of this Working Party is to undertake research into the design and cost of regalia associated with the Parish Council's Coat of Arms, and the design and cost of framing the Coat of Arms.

The Working Party will make recommendations to the Full Council for consideration.

#### 2. Status:

The Working Party is an informal advisory group of the Parish Council.

- It has no decision-making powers.
- It may not commit the Council to any expenditure or agreement.
- All recommendations must be referred to the Full Council for discussion and approval.

#### 3. Membership:

- Membership shall consist of a minimum of three (3) Parish Councillors.
- Additional members may be appointed by the Council if required.

#### 4. Meetings:

- The Working Party may meet as frequently as required.
- Meetings may be held in person or virtually.
- No formal agenda is required to be published.
- Notes of meetings must be taken and retained for record purposes.
- Minimum of three (3) Parish Councillors must be in attendance.

#### 5. Scope of Activity:

The Working Party is authorised to:

- Research design options for regalia associated with the Coat of Arms.
- Obtain indicative costs and quotations for such regalia.
- Ensure that the cost of regalia does not exceed £3,000 (excluding VAT).
- Research design options for framing the Coat of Arms.
- Obtain indicative costs and quotations for the frame.
- Ensure that the cost of framing does not exceed £800 (excluding VAT).
- Ensure that the total combined project cost does not exceed £3,800 (excluding VAT).

## **6. Reporting:**

- The Working Party will report to the Full Council as required.
- Recommendations will be presented for discussion and consideration by the Full Council.
- Any proposed expenditure or final design must be formally approved by the Full Council.

Adopted: Parish Council Meeting 15 April 2025

### **1. Rationale**

The purpose of the Finance Working Party is to enable the Parish Council to examine its financial matters in greater detail. It provides an opportunity for councillors to discuss key financial issues—such as expenditure, budget preparation, and the setting of the precept—before consideration by Full Council. While the Working Party does not have decision-making powers, it makes recommendations for approval by the Full Council

### **2. Status**

The Finance Working Party is an informal group with no decision-making powers.

### **3. Membership**

All members of the Council can be members of the Finance Working Party. The Chairman of the Council may chair meetings of the Working Party, or another member may do so if agreed.

#### **4. Meetings**

- The Working Party can meet as often as it needs to.
- Meetings are informal and do not need a published agenda or formal minutes and are not open to the members of the public.
- Notes may be taken to help with future discussions.

#### **5. What the Working Party Can Do**

The group may look at and make recommendations on:

- The annual budget
- The precept
- Council spending and financial reports
- Contracts and purchasing
- Financial risks
- Audit reports
- Financial policies
- Any other financial matters that have been approved by the Full Council

#### **6. Reporting to Council**

Any recommendations from the Finance Working Party will be reported to the next Full Council meeting for discussion and decision.