

## **The History Working Party Terms of Reference**

### **Background**

The parish council has resolved to set up a working party to work in conjunction with Charlestown History Group

### **Group**

- The Group shall be known as The History Working Party and is a working party of St Austell Bay Parish Council
- The need for the group shall be formally reviewed annually

### **Purpose**

- To work with relevant local groups in
  - researching the history of the parish
  - assisting with the dissemination of the research to the wider community
  - helping to establish a secure, accessible community archive

### **Membership**

- Membership of the group to comprise 3 interested councillors, nominated by the parish council and 3 members nominated by the relevant local group
- Chairperson of the group will be elected by the group, as required
- The parish council should be notified of membership
- All members of the group must agree to adhere to the parish council's Code of Conduct

### **Meetings**

- Meetings are to be held as required. They are not held in public, but in the interest of good practice, notes should be kept
- A parish councillor, nominated by the group is responsible for reporting relevant activity to the parish council

### **Budgetary Responsibility**

- The History Working Party does not have a delegated parish council budget. Any recommendations for expenditure are to be put to the full council for consideration.