

Wylam Parish Council
Heritage Committee
Terms of Reference

1. Authority and Purpose

- 1.1 The Heritage Committee ('the Committee') is appointed by and solely responsible to Wylam Parish Council.
- 1.2 The Heritage Committee's primary purpose is to assist the Parish Council in the management of the heritage assets of the Council and the village and in promotion of knowledge about the village's history.
- 1.3 The Committee's Terms of Reference are defined and agreed by the Parish Council and shall be reviewed at the Annual Meeting of the Council each year.
- 1.4 The Terms of Reference shall be applied in conjunction with and be subject to the Parish Council's Standing Orders and Financial Regulations.
- 1.5 All resolutions or recommendations from the Committee shall be presented as recommendations to a meeting of the full Parish Council, as part of the draft minutes or otherwise.
- 1.6 Meetings of the Committee shall be held at least quarterly.

2. Membership

- 2.1 The Committee shall consist of no fewer than two elected Councillors and any number of residents with an interest in heritage matters.
- 2.2 The Councillor members shall be appointed to the Committee at the Annual Meeting of the Parish Council each year and non-Councillor members may be appointed at any time of the year by a Parish Council meeting, on the recommendation of the Committee or otherwise.
- 2.3 The Chair of the Committee will be elected each year at the first meeting of the Committee after the Parish Council's Annual Meeting; the Chair shall be a Councillor.
- 2.4 Only those persons appointed by the full Parish Council to be members of the Committee shall have voting rights.
- 2.5 A quorum at the Committee's meeting will be no fewer than two Councillors, one of whom must be the Chair of the Committee.
- 2.6 The Clerk/Responsible Financial Officer (RFO) will be a standing member of the Committee but will not have voting rights within the Committee.

3. Public Participation and Transparency

- 3.1 The agenda for each meeting of the Heritage Committee meetings shall be sent to members of the Committee and published on the Wylam Parish Council website 3 clear days in advance of the meeting.
- 3.2 In accordance with Wylam Parish Council's Standing Orders, members of the public may address a Committee about items on the Agenda but will be excluded from the meeting if confidential business is to be transacted.

4. Record of Proceedings

- 4.1 The Clerk/RFO shall minute the proceedings and resolutions of all meetings of the Committee. Members of the Committee present at a meeting will be given the opportunity of commenting on the draft minutes of the meeting. The minutes will be taken to the next Parish Council for approval and shall be then published on the Parish Council's website.
- 4.2 The Committee will be asked to recognise that the Clerk/RFO is responsible for the proper administration of the Committee.
- 4.3 The Clerk/RFO is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties.

5 Specific Duties of the Heritage Committee

- 5.1 Through the Parish Council the Committee will promote action in the following areas:
 - a) Preservation: To identify and help protect and conserve historical buildings, landmarks, artefacts and open spaces within the village.
 - b) Museum: To maintain and further develop the village museum.
 - c) Education: To raise awareness among residents and visitors about the cultural and historical significance of the village.
 - d) Promotion: To celebrate and promote the heritage of the village through events, publications and collaborations.
 - e) Interpretation: Produce printed, on-line and other material such as signage and interpretation boards to encourage greater public awareness of Wylam's history and heritage.
 - f) Advocacy: To act as a voice for heritage concerns in discussions with local government and other interested bodies.
 - g) Collaboration: Work with external organisations, village groups and residents on implementation of heritage projects through the Neighbourhood Plan and otherwise.