



## Heritage Advisory Group: Terms of Reference 2022-23 (Adopted at Full Council 16/06/22)

### 1. Objective

This Advisory Group is constituted in order to discuss and make recommendations to the Full Council.

### 2. Membership

Membership shall consist of seven WTC Councillors along with one Museum representative and two other invited Whitchurch residents. The Chairman of the Group will be appointed at the first meeting. A quorum shall consist of three members.

### 3. Areas of Responsibility

This Advisory Group will undertake regular reviews on Heritage matters as set out below and make recommendations to the Full Council.

- Directly or indirectly, to conserve the cultural heritage of the Town.
- On the management, preservation & promotion and use of the Town's historic records, artefacts & treasures as outlined in the Local Government (Records) Act 1962, ss1 and 4
- On the management of the Heritage Centre and accredited Museum
- To ensure that the Heritage Centre acts as a hub for organisations to share information on heritage/history of the Town and surrounding area.
- Enable research projects relating to the heritage and history of the Town and surrounding area.
- On actions incurring expenditure within the budget.
- Recommend expenditure for the following year's budget
- Monitor and assess any maintenance and repair works needed.
- To consider the future development of the existing site.
- Ensure that the Town Council complies with health and safety regulations.

The day-to-day management of the facility will be the responsibility of the Museum Curator, the strategic overview to the Full Council, within budget & policy, and the operational management to the Proper Officer.

### 4. Meetings

The appointed Chairman may call Advisory Group meetings when considered necessary. All meetings of the Advisory Group will be minuted by a member.

### 5. Review

The terms of reference of the Advisory Group are to be reviewed annually.