

CHARNEY BASSETT PARISH COUNCIL

Archaeology Group

Terms of Reference

The Archaeology Group¹ plans, arranges and undertakes excavations (primarily test pits and surveys) within the Parish Council's area with a view to furthering knowledge of Charney Bassett's past. The Group's activities enable villagers and others to participate in and learn from the excavations that are undertaken. The Group operates under the following guidelines:

- 1 The Group is of an ad hoc nature (i.e. there is no 'membership' as such) allowing participation in its activities by anyone who has sufficient interest.
- 2 The Group operates under a Manager who is appointed annually by the Parish Council and who is responsible for organising activities in conjunction with a trained Archaeologist.
- 3 The Manager is responsible for liaison with the Parish Council and will keep the Parish Clerk notified of activities being planned. He/she will report at least annually to the Parish Council on results and any future plans.
- 4 In arranging for excavations on private property the Manager will endeavour to agree with the owner(s) that finds are donated to the Parish Council with a view to their eventual display in a way that allows for viewing by the general public.
- 5 The Parish Council will work with the Group to identify and provide for permanent safe storage of any finds and the means by which they may be made available for display in a way that allows for viewing by the general public.
- 6 Findings will be recorded and displayed on the History Group's website.
- 7 The Manager will undertake a Risk Assessment before undertaking any on site activities and make a record of all participants.

¹ This group was formed in 2017 as a subgroup of the Charney Bassett History Group to determine the level of interest in carrying out test pit excavations following a successful initiative in nearby Stanford in the Vale. Test Pit excavations were first carried out in the autumn of 2017 on the Village Green and at Mill Cottage.

- 8 Participation in on-site activities by 14-year olds or younger shall be subject to their supervision by an identified parent or guardian.
- 9 The Group's activities are covered by the Parish Council's public liability and employment insurance.
- 10 Any budgetary requirements are wherever possible identified in advance and put forward for consideration as part of the Parish Council's budget for each financial year (normally around January of each year).
- 11 Personal data is managed in accordance with the requirements of Data Protection legislation and guidance from the PC.

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