

CHARNEY BASSETT PARISH COUNCIL

History Group

Terms of Reference

The History Group undertakes research of Charney Bassett's past with a view to furthering knowledge of village history and ensuring this is preserved for future generations. The Group publishes the results of its research on a website that is supported by the Parish Council and is therefore guided by the Communications Group in the way this is done. 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 by anyone who has sufficient interest.
- 2 The Group operates under the guidance of a Co-ordinator and Website Manager, both of whom are appointed annually by the Parish Council.
- 3 The Co-ordinator and Website Manager are jointly responsible for liaison with the Parish Council and will report at least annually to the Parish Council on results and future plans. The Website Manager is a member of the Communications Group.
- 4 Hard copy documents are catalogued and stored in the Group's secure filing cabinet and are held on behalf of the Parish Council.
- 5 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.
- 6 Personal data is managed in accordance with the requirements of Data Protection legislation.

Approved by the Parish Council on 11th July 2018 (Minute 18/64)