

HERITAGE WORKING GROUP TERMS OF REFERENCE

The Working Group oversees the annual programme of Guided Walks and the installation and maintenance of the Heritage Trail boards as well as the organisation of heritage events and activities. The Family History Group is a sub-group.

1. The Working Group will comprise a minimum of 2 councillors and members of the community living in the parish.
2. The Chairman, Secretary and Finance Liaison Officer will be elected at the first meeting following the Annual Parish Council Meeting.
3. Other members of the community may be co-opted to help with the organisation of specific events.
4. Notes to be kept of each meeting and a copy to be sent to the Clerk within 7 days of the meeting.
5. The quorum is 4; one of whom must be a councillor.
6. A budget to be set for each event and presented to the Parish Council
7. All monies to be paid into DPC bank account No.2. A list of income & expenditure to be kept and the balance checked monthly with Desford in Bloom Finance Liaison Officer and presented to the Heritage Working Group at their next meeting.
8.
 - a. Payment of invoices by cheque or bacs to be made by the Clerk upon presentation of the appropriate invoice with a reference to the minute showing approval by the Working Group (subject to sufficient funds in the account).
 - b. Payment of expenses will be made by the Clerk on receipt of an Expenses Claim Form. This must be signed by the Finance Liaison Officer and one of the councillors on the Working Group and reference the minute showing approval by the Working Group (subject to sufficient funds in the account)
9. Approval for all expenditure must be agreed at a meeting of the Working Group and recorded in the notes and approved by the RFO/Clerk.
10. No loans or borrowing will be permitted.
11. A risk assessment for each event to be carried out and filed with the Clerk.
12. The Working Group may apply for grants (through the Council) and investigate other forms of fundraising.
13. The Working Group will:
 - a. organise the purchase of all necessary materials and equipment.
 - b. ensure the secure storage of all equipment.

Adopted: 20th September 2023