

Haxey Parish Council

Website & Historic Archive Working Group Terms of Reference

Name of Committee/Working Group:	Website & Historic Archive Working Group
Membership:	At least 3 Members of the Parish Council. The Parish Council Chair and Vice-Chair are also Full Members.
Need:	<ul style="list-style-type: none">• To produce a policy and take the necessary action to preserve ALL Historic Archive documentation for Haxey Parish Council and any issues that may affect the Awards.• To produce a policy and take the necessary action to provide, support and update the Haxey Parish Council Website.• Act as the Haxey Parish Council focal point for Historic Archive and Website matters.
Conditions:	<ol style="list-style-type: none">1 Membership of the Working Group to be decided upon its creation and the continued membership of the Group to be re-appointed at the Annual Council Meeting2 Meetings to be convened as required – ideally once a quarter and may be combined with Heritage Group Meetings.3 Meetings will normally exclude the press and public.4 Minutes are not normally produced; verbal reports are acceptable. Notes of Action to be completed if required and presented to the next meeting of the Parish Council.5 The Working Group may co-opt as required.6 The Working Group is empowered to invite specialist professional Officers or Advisors to attend meetings to provide guidance as to matters under discussion.7 The Clerk of the Council will not normally support the Working Party but guidance, if required, should be taken from ERNLLCA as to appropriateness.
Restrictions:	<ol style="list-style-type: none">8 Only Members of the Parish Council may be voting members of the Working Group.9 Only members of the Working Group may speak at meetings other than by the resolution of the Working Group or if specifically, summoned.10 The quorum shall be three (3).11 The Working Group shall report back to the full Council for any financial/policy approval as required

- 12 In the event of emergency action being required the decision on taking such action is to be made by the Chairman or Vice-Chairman of the full Council and subsequently reported back to the full Council for approval.

Members: Cllrs Carlile, Fiddler, Holgate, Knowles & Orton.

Reviewed by Haxey Parish Council – June 2020