



## **Treverbyn Parish Council Historical and Heritage Committee Terms of Reference**

### **1. Name of Committee**

The committee shall be known as the **Historical and Heritage Committee** (“the Committee”).

### **2. Purpose**

The purpose of the Committee is to support and advise Treverbyn Parish Council on matters relating to the history, heritage, culture and historic environment of the parish.

The Committee shall work to:

- Protect and promote the parish’s historic and cultural heritage
- Encourage community awareness and appreciation of local history
- Support preservation and interpretation of heritage assets
- Promote heritage-related projects and initiatives

### **3. Status**

The Committee is a standing committee of Treverbyn Parish Council and shall operate in accordance with:

- The Local Government Act 1972
- Relevant planning and heritage legislation
- The Council’s Standing Orders
- The Council’s Financial Regulations
- These Terms of Reference

### **4. Membership**

4.1 The Committee shall consist of between 5 and 7 councillors, appointed annually by the Parish Council at the Annual Meeting of the Council.

4.2 The Committee may co-opt up to two voting/non-voting members of the public with relevant experience or interest in local history, heritage, archaeology, mining history, conservation, or cultural matters.

4.3 Substitute members may be appointed in accordance with the Council's Standing Orders.

4.4 The Committee shall elect a Chair and Vice-Chair annually.

## **5. Quorum**

The quorum for meetings of the Committee shall be three members or one-third of the total membership, whichever is the greater.

## **6. Meetings**

6.1 The Committee shall meet as required, normally no fewer than twice per year.

6.2 Additional meetings may be called by the Chair or by any three members of the Committee.

6.3 Meetings shall be conducted in accordance with the Council's Standing Orders.

6.4 Agendas and supporting papers shall normally be issued at least five clear working days before meetings.

## **7. Responsibilities and Functions**

The Committee shall:

### **7.1 Heritage and Historic Environment**

- Consider matters relating to the protection and promotion of the parish's historic environment.
- Support the preservation of heritage assets, monuments, memorials, historic buildings, and culturally significant sites.
- Monitor issues affecting heritage assets within the parish.

### **7.2 Local History and Research**

- Encourage research into the history of Treverbyn Parish and the china clay area.
- Support the collection and preservation of historical records, photographs, oral histories, and archives.
- Promote awareness of local mining, industrial, social, and cultural heritage.

### **7.3 Community Engagement and Education**

- Promote public interest in local history and heritage.
- Support exhibitions, talks, events, educational activities, and commemorations.
- Encourage involvement from schools, community groups, and volunteers.

#### **7.4 Heritage Projects and Initiatives**

- Develop and support heritage-related projects.
- Consider opportunities for interpretation boards, trails, publications, and digital resources.
- Support initiatives connected to the Cornwall Landscape World Heritage Site where relevant.

#### **7.5 Planning and Consultation**

- Advise the Parish Council on planning applications or consultations affecting heritage assets or the historic environment.
- Liaise with Cornwall Council, Historic England, local heritage organisations, Kresen Kernow, Old Cornwall Society and community groups.

#### **7.6 Funding and Resources**

- Recommend budget requirements to Full Council.
- Consider grant opportunities and external funding for heritage projects.
- Monitor expenditure within delegated budgets.

#### **7.7 Records and Archives**

- Encourage the maintenance and preservation of parish records and historical materials.
- Support appropriate archiving and public accessibility of heritage information.

### **8. Delegated Powers**

8.1 The Committee shall have delegated authority to:

- Undertake research and heritage investigations.
- Liaise with heritage organisations and relevant bodies.
- Organise heritage events and community initiatives.
- Spend within budgets approved by the Parish Council.

8.2 The Committee shall not:

- Make decisions reserved to Full Council.
- Commit the Council to expenditure outside approved budgets.
- Adopt policy without Full Council approval.

8.3 Significant projects, funding commitments, or policy matters shall be referred to Full Council.

### **9. Finance**

9.1 All expenditure shall comply with the Council's Financial Regulations.

9.2 The Committee may make recommendations to Full Council regarding:

- Heritage project funding
- Grant applications
- Publications and interpretation materials
- Events and educational activities

## **10. Public Participation**

Members of the public may attend meetings in accordance with the Council's Standing Orders and Public Participation Policy.

## **11. Minutes and Reporting**

11.1 Minutes of all meetings shall be recorded and presented to the next appropriate meeting of the Parish Council.

11.2 The Committee shall report regularly to Full Council on:

- Heritage matters and projects
- Community engagement activities
- Planning and consultation responses
- Budget matters
- Recommendations and initiatives

## **12. Review of Terms of Reference**

These Terms of Reference shall be reviewed annually by Treverbyn Parish Council and amended as required.

## **13. Adoption**

Adopted by Treverbyn Parish Council on: