

## DORCHESTER JOINT HERITAGE COMMITTEE

### TERMS OF REFERENCE

#### 1. ROLES

- i. To provide a forum for liaison between Dorchester Town Council, the Dorset Council and the representatives of the Heritage sector in the town, to consider activities and proposals which affect the protection of the historic environment and heritage of Dorchester.
- ii. With the help and co-operation of all the bodies represented, to prepare and implement a programme of schemes for Dorchester which will conserve, enhance, interpret and sensitively manage the historic environment and heritage of Dorchester.
- iii. With the help and co-operation of all the bodies represented, to prepare and implement a programme to use the historic environment and heritage of Dorchester to promote tourism opportunities to benefit the economy and community of Dorchester.

#### 2. MEMBERSHIP

- i. The Town Council will appoint up to **five** voting Members to the Joint Committee.
- ii. Voting Membership of the Committee shall be offered up to **five** members of the Dorset Council from amongst:
  - The five members elected to represent the wards of Dorchester
  - The two members elected to represent the wards of Charminster St Mary's and Winterborne & Broadmayne
- iii. Non-voting representation shall be offered to each the following organisations:
  - Dorchester Civic Society
  - Dorchester Association
  - Dorchester Chamber of Trade
  - Dorchester BID
  - Dorset Natural History and Archaeological Society
  - Duchy of Cornwall.
  - Dorchester Blue Badge Guides Association
  - Friends of the Dorchester Local Nature Reserve
  - Kingston Maurward College
  - The Keep Military Museum
  - The National Trust
  - The Shire Hall Museum
- iv. The Committee may extend or amend the invitation to other related or interested organisations to attend as non-voting representatives.

- v. Each of the Member Councils and Representative Bodies will make its own arrangements for informing the Clerk of its representatives and for reporting the proceedings from each meeting of the Committee.

### **3. COMMITTEE ADMINISTRATION**

- i. Meetings of the Committee shall take place when necessary. There shall not be more than 6 meetings per year with a minimum of one meeting a year.
- ii. The Quorum of the Committee shall be three with at least one elected Member from each of Dorchester Town Council and the Dorset Council. If a quorum is not present ten minutes after commencement of the meeting then it shall be terminated.
- iii. Committee Administration, Meeting Rooms and financial services will be provided by Dorchester Town Council. The Committee may request and draw on Professional and Technical support from any Member or Representative. The Committee may delegate action to named officers of the two Councils.
- iv. Requests for items for consideration by the Committee shall be submitted to the Committee Clerk by 3 weeks before the date of the meeting. The Clerk shall agree the agenda with the Chairman.
- v. The press may attend meetings and will only be excluded on Exempt Items.
- vi. An annual report will be prepared on the Committee's funding and activities for presentation to the Members.

### **4. FINANCIAL MATTERS**

- i. Dorchester Town Council will maintain accounts and hold monies on its behalf, which would be subject to the Financial Regulations of the Town Council. The Committee may not overdraw its funds held with the Town Council without the Town Council's agreement.
- ii. The Committee may instead decide to set up its own separate accounting or banking arrangements, but would need to establish Financial Regulations.
- iii. The Committee will receive no guaranteed regular financial support from any Council or Represented Body. It may request and be awarded grants from Councils and Represented bodies or from outside agencies for projects.
- iv. The Committee may receive in kind support from Councils and Represented bodies, for which no financial transactions will be recorded.
- v. In the event of the Heritage Committee discontinuing its activities voluntarily or at the request of one or more of the constituent authorities then funds shall be transferred to Dorchester Town Council to complete and continue the work of the Committee. Grants offered by other bodies or organisations for projects shall be returned to those organisations or bodies if unused in whole or in part.

**Updated 21 May 2019**