

HISTORY & ARCHIVES WORKING GROUP

TERMS OF REFERENCE	
Membership	At least 3 members of the Town Council Volunteer archivist Interested members of the community
Authority	Local Government Act 1972, Sections 101 – 106
Conditions	The Working Group is appointed by the Town Council and will function within the conditions outlined in these Terms of Reference. The Working Group will set its own meeting dates and report directly to the Town Council.
Restrictions	The Working Group has delegated authority to work within the responsibilities outlined below.

	Responsibilities	Power
1	To examine the town archives and produce a list of same.	No delegated authority
2	To make recommendations to the Town Council about the future safe-keeping of the archives.	
3	To take advice from experts as necessary.	
4	To identify and pursue funding sources where possible.	
5	To delegate areas of responsibility to the Town Clerk.	
6	To add relevant material to the archives reflecting significant events in Much Wenlock.	
7	To contribute to the development of the Town Council's Strategic Plan.	