



## Agenda Item 5

# Wells City Council

<b>Author</b>	Haylee Wilkins
<b>Presented By (if different)</b>	Haylee Wilkins
<b>Subject</b>	Terms of Reference
<b>Date of report</b>	24 <sup>th</sup> July 2025
<b>For consideration at</b>	Civic and Archives Committee
<b>Date of consideration</b>	31 <sup>st</sup> July 2025

### **Introduction and Background**

Following the Council's adoption of the committee review in April 2025, further refinement of the Terms of Reference for each committee has been completed, and the terms below offer clarity of the requirements, responsibilities and operating of this committee. Whilst there are no substantial amendments from those previously adopted by Full City Council, it is considered prudent to ensure these are ratified at this first meeting of the committee.

### **Civic and Archives Committee – Terms of Reference**

#### **1. Purpose**

The Civic and Archives Committee is established to oversee the parish's civic functions, events, and ceremonial matters, and to ensure the preservation and management of council archives, heritage materials, and records of local historical interest.

#### **2. Membership**

The Committee shall consist of 6 Councillors, appointed annually at the Annual Parish Council Meeting.

The Chair of the Parish Council shall be an ex-officio member.

Non-Councillor members with relevant expertise may be co-opted in an advisory capacity, subject to Council approval.

The Clerk or delegated officer will attend in an administrative and advisory role.

#### **3. Quorum**

A minimum of 3 Councillors must be present for the meeting to be quorate.

#### **4. Meetings**

The Committee shall meet at least twice a year, with additional meetings scheduled as necessary to support civic events and archive-related responsibilities.

Meetings will be conducted in accordance with the Council's Standing Orders and be open to the public, unless confidential matters are discussed.

#### **5. Responsibilities**

The Committee will:

Civic Duties:

1. Oversee civic events, such as Mayor Making, Remembrance Day, civic awards, Civic Service, community celebrations, and commemorations.
2. Advise on protocol and etiquette for civic occasions, including the role of the Chair or Mayor.
3. Oversee civic regalia and ceremonial items, ensuring their care, appropriate use, and secure storage.
4. Promote community pride and engagement through civic recognition, honors, and outreach.

Archives and Heritage:

1. Oversee the preservation, storage, and accessibility of parish council archives and historical records.
2. Oversee an archive register / inventory, ensuring materials are properly catalogued and protected.
3. Liaise with local heritage organisations, historical societies, and the county records office as needed.
4. Promote public access to appropriate historical materials and encourage educational use of the archives.
5. Ensure compliance with data protection and records management legislation.

#### **6. Delegated Authority**

The Committee has delegated authority to make decisions and recommendations within its remit. Decisions outside these limits must be referred to Full Council for consideration and approval.

#### **7. Reporting**

Minutes of the Committee's meetings shall be circulated to all Councillors and approved at the next Committee meeting.

The Committee shall report to Full City Council and make recommendations where required.

#### **8. Review**

These Terms of Reference will be reviewed annually and amended as necessary to reflect changes in council policy, legislation, or committee priorities.

#### **Recommendations**

Committee is asked to:

1. Note and agree the Terms of Reference.