

# **Croxley Green Parish Council History Project Working Group Terms of Reference**

## **1. Membership**

- 1.1 Members of the History Project Working Group will be appointed by the Parish Council and membership will be reviewed annually at the Annual Parish Council meeting.
- 1.2 Members of the public who are also members of the Croxley Green History Project can also be members of the History Project Working Group, subject to agreement by the Parish Council.

## **2. Chairman**

- 2.1 The Chairman of the working group must be an elected Member and will be chosen by the working group and agreed by the Parish Council. This will be subject to review annually at the Annual Parish Council meeting.
- 2.2 The Chairman will be the working group's main point of contact for Council staff, Council members and members of the public.

## **3. Powers**

- 3.1 Working groups cannot make decisions on behalf of the Parish Council, and any recommendations made by the History Project Working Group will be subject to approval by the Council.

## **4. Aims and responsibilities**

- 4.1 The overarching aim of the History Project Working Group is to preserve the electronic content in the current form of the Croxley Green History Project.
- 4.2 The Parish Council needs to understand the current position on storage of current data, website and contracts, responsibilities for collection and archiving of new data, responsibilities relating to uploading information to the website and website maintenance. There also needs to be a clear understanding of the Croxley Green History Project organisation.
- 4.3 The Parish Council needs to be clear regarding the existing copyrights of the various data held by Croxley Green History Project.
- 4.4 The Working Group will review the existing website arrangements and consider options for the future, building in 'a future proofing' to ensure that history will not be lost, and take into consideration the future role of the Council.
- 4.5 Progress will be periodically to Council. Although Council may delegate authority to the History Project Working Group, ultimately decision making remains the responsibility of Council. The History Project Working Group will make recommendations to Council.