

PROPOSED TERMS OF REFERENCE

1. ROLES

- i. To provide a forum for liaison between Dorset County Council, West Dorset District Council and the Dorchester Town Council for their activities and proposals which affect the historic environment and heritage of Dorchester.
- ii. Through the constituent Councils, and with the help and co-operation of other affiliated bodies and individuals, to prepare and implement a programme of schemes for the Town of Dorchester which will conserve, enhance, interpret and wisely manage the historic environment and heritage of Dorchester.
- iii. To encourage and support the development and wise interpretation of new and existing buildings, attractions and sites which promote awareness and understanding of the historic environment and heritage of Dorchester.
- iv. To promote local identity, distinctiveness and sustainability through the use of local materials and design features and to promote high standards of design and sound traditional repair standards through the use of qualified craftsmen and specialist professionals.
- v. To provide a forum for the discussion of significant proposals which emerge from the community planning process and affect the historic environment and heritage of Dorchester and to channel comments back through the agreed processes, in particular, the Local Area Partnership led by Dorchester Town Council and the Community Partnership Development Worker.

2. ORGANISATION

- i. Membership of the Committee shall comprise two members of the County Council and three members from both West Dorset District Council (Dorchester Wards) and Dorchester Town Council.
- ii. Each of the constituent authorities will make its own arrangements for informing its members of the proceedings at each meeting of the Committee. (In the case of West Dorset DC minutes will reported for information to the Environment Overview and Scrutiny Committee).
- iii. 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.
- iv. The Quorum of the Committee shall be one elected Member from each of the three constituent authorities. If a quorum is not present ten minutes after commencement of the meeting then it shall be terminated.

- v. The Committee may delegate action to named officers of the three constituent authorities after consultation with the Chair and/or Vice Chair as appropriate.
- vi. Invitations to attend meetings, submit reports and to be contributors to the Committee's debates shall be offered to the following organisations.
 - (i) The Dorset Natural History and Archaeological Society.
 - (ii) The Dorchester Civic Society.
 - (iii) The Dorchester Association.
 - (iv) The Dorchester Chamber of Trade.
 - (v) The Dorchester Trades Council.
 - (vi) Duchy of Cornwall.

Such invitees shall not be entitled to vote on any issue.

- vii. The Committee, at its discretion, may extend or amend the invitation to other related or interested organisations to attend as non-voting representatives.
- viii. Administrative secretarial, and professional support and financial services will be provided by West Dorset District Council.
- ix. Professional and technical support will be provided by the Dorset County Council.
- x. Accommodation for meetings shall be provided by the Dorchester Town Council.
- xi. The press may attend meetings and will only be excluded on Exempt Items.
- xii. Items for Committee shall be submitted to the District Council lead officer 3 weeks before the date of the meeting. These will be discussed at a Programme Meeting attended by the Chair and Vice Chair, officer representatives from the three parent bodies to be held approximately 2 weeks before the date of the meeting to allow finalisation of reports.
- xiii. An annual report will be prepared on the Committee's funding and activities for presentation to the constituent authorities.
- xiv. Reports and decisions should make clear which of the three parent bodies is taking the lead for individual projects in terms of project management and accountability.
- xv. Any number of professional officers from the constituent authorities may attend the committee to offer advice.

3. **FINANCIAL MATTERS**

- i. All constituent authorities shall provide staff support to the Committee without charge but subject to agreement on the amount of time to be provided in each case.
- ii. All constituent authorities shall consider making (from within their financial allocations) a block grant to the committee for the implementation of schemes.
- iii. West Dorset District Council will act as the banker to the Committee and moneys will be managed and audited by the District Council Finance Manager in a ledger account with the surplus funds rolled over annually for future work.
- iv. 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 returned to the authorities in proportion to their contributions averaged over the last three years.
- v. Grants offered by other bodies or organisations for projects shall be returned to those organisations or bodies if unused in whole or in part.

Appendix 2

DORCHESTER HERITAGE COMMITTEE

Existing Terms of Reference

1. To prepare and implement a programme of environmental enhancement schemes for the Town of Dorchester within the policies contained in the document "Dorchester Conservation, Archaeology and Landscape", within the financial allocation made by the three constituent authorities.
2. To encourage other works of enhancement within the town.
3. To report annually to the constituent authorities.

Membership - 2 members of the County Council and 3 members from both West Dorset District Council and Dorchester Town Council.