



# Colne Town Council

## The Colne Archive Working Group

### Terms of Reference

The Colne Archive Working Group (CAWG) is an internal working group of Colne Town Council and will operate in accordance with the Council's Standing Orders and Scheme of Delegation.

#### **1. Membership**

- a) All Members, including the Chairman, and the Vice Chairman of the Working Group shall be appointed at the Annual General Meeting of the Council. The group will operate in accordance with the Council's standing orders concerning meetings, including procedure for recording attendance, the minuting of meetings and quorum requirements.
- b) All serving Councillors may request to be appointed to the Working Group, which will be composed of a maximum of six voting Members of the Council.
- c) The working group may co-opt up to two additional representatives with relevant experience in archives, heritage, or community engagement to serve as full voting members.
- d) If deemed necessary, non-councillors may be invited to join the Group to support on specific projects. These individuals will not have voting rights or the ability to move or second motions.

#### **2. Meeting arrangements and frequency**

- a) It is the responsibility of the Chairman to organise meeting dates and approve the agenda in advance of each meeting. The Town Clerk will provide administrative support, including preparing agendas and taking minutes.
- b) The CAWG will aim to meet quarterly and additionally as required.

### **3. Quorum**

- a) A meeting shall be quorate when three voting members are present, including at least two Councillors. Council Officers do not count toward the quorum.

### **4. Purpose**

- a) To support the creation of inviting and accessible exhibition areas within the Town Hall that showcase Colne's local history.
- b) To explore aspects of local history in order to inspire themed exhibitions and events to be held in the Town Hall throughout the year.

### **5. Areas of responsibility**

- a) To review archival material held by the Town Council and make recommendations for its safe storage, conservation, and cataloguing.
- b) To develop ideas for temporary exhibitions based on historical events and themes relevant to Colne.
- c) To recommend proposed themed exhibitions to the Full Council, including a suggested timetable for delivery.
- d) To assess any equipment, display infrastructure, or interpretation materials required to effectively present the archive content, and to make recommendations to the Finance, Employment & Services (FES) Committee.
- e) To identify and investigate external funding opportunities or grants that may support planned exhibitions or archiving work.
- f) To operate within the budget set at the beginning of the financial year. Any requests for additional funding must be submitted to the FES Committee with an appropriate justification.
- g) The CAWG has no authority to commit expenditure or enter contracts on behalf of Colne Town Council.
- h) To bring forward ideas to encourage public engagement with the Archive and to help make the Town Hall more accessible and welcoming to the community.
- i) A progress report will be submitted to the Full Council following each quarterly meeting of the CAWG.