

KIRKBY FLEETHAM WITH FENCOTES PARISH COUNCIL

TERMS OF REFERENCE FOR A SUB-COMMITTEE FOR THE MANAGEMENT AND COMPLETION OF VARIOUS ASPECTS OF THE WORK ASSOCIATED WITH THE NATIONAL LOTTERY HERITAGE FUND GRANT FOR A COMMEMORATIVE GARDEN SPACE

General

1. Under the terms of the Parish Council Standing Orders Item 4 the Parish Council may establish sub-committees and establish specific terms of reference. Such sub-committees may include both Parish Councillors and non-councillors.
2. Kirkby Fleetham with Fencotes Parish Council has been awarded a grant from the National Lottery Heritage Fund (NLHF) for the development of a Commemorative Garden Space located in the Parish Cemetery at Todd Lane, Great Fencote.
3. The largest part of the value of the Grant relates to the construction of a Lychgate at the Parish Cemetery entrance and this activity is to be managed by the Parish Council directly. However, there are additional heritage, environmental and community engagement activities associated with the Grant which will involve non-Parish Council members and therefore a sub-committee is established to assist the Parish Council in the delivery of these activities.
4. Membership of the sub-committee shall comprise a minimum of one member of the Parish Council¹ acting as committee chairman and liaison with the wider Parish Council, selected members of the Kirkby Fleetham with Fencotes Local History Group and the Specialist Heritage Consultant as detailed in paragraph 6. below.
5. The primary activity of the members of the History Group is in the collecting, storage and archiving of Oral History gathered by interviews with, mostly but not exclusively, elderly Parish residents.
6. As part of the grant funding the Parish Council has engaged the services of a Specialist Heritage Consultant. They shall work directly with the History Group, but is to ensure that the Sub-Committee Chairman is kept aware of the ongoing processes. Their services include, inter alia:
 - a. Advising on the correct procedures;
 - b. Means of recording of Oral History;
 - c. Training of History Group members in this process;
 - d. Ensuring the correct statutory obligations to be observed and acting as liaison with the County Records Office in the formal archiving and storage of the records.

¹ Currently Councillors are Chris Walker as Sub-Committee Chairman and Councillor Ann Herbert.

7. The Sub-committee's duties in assisting the completion of deliverables are defined and agreed at the full Parish Council, which may vote, at any time to modify the sub-committee's powers.

Meetings

8. Meetings of the sub-committee may be held on an impromptu basis as and when required and should where possible include the presence of at least one Parish Councillor. Meetings may be held in person at either the Kirkby Fleetham Village Hall or alternate venues. They may also be held online using commercial virtual meeting platforms. Formal minutes are not required from these meetings.

Powers

9. The primary responsibility and all powers for the completion of the NLHF Commemorative Garden Space rests with the Parish Council.

10. The sub-committee are to work towards the delivery of the following approved project purposes:

- a. Install a heritage interpretation panel in the community garden;
- b. Engage volunteers from the local community and schoolchildren in researching the gravestones in the graveyard of St Andrews Parish Church;
- c. Train 10-20 people to collect oral histories from older residents in the community;
- d. Install nesting boxes for birds, hedgehogs and pollenating insects in the community garden;
- e. Deliver school sessions on the local heritage to KS1 and KS2 pupils and workshops for the wider community.

Financial Matters

11. The responsibility for the recording of all expenditure incurred in the completion of the entire Commemorative Garden Space Project is with the committee Chairman, who shall be consulted before any commitments on expenditure are made. These shall then be presented to the full Parish Council for approval in line with normal Parish Council business.

12. Recording of income and expenditure relating to the Commemorative Garden Space Project shall be prepared by the committee Chairman in conjunction with the Parish Clerk acting as Responsible Financial Officer.

Duration

13. The NLHF Grant period is from its award in April 2023 until completion by 31st March 2025. The Sub-committee shall remain established until this completion. Notwithstanding this completion date selected members of the Sub-committee may be requested to continue

to provide support to the Parish Council in assistance with close out reporting, satisfying NLHF that its requirements have all been met and in assisting in the staging of a celebratory event for the community at 'end of project'.

Outputs

14. The committee Chairman is to provide a verbal and written report, to update the full Parish Council of the progress on each of the individual work strands along with the grant financial statement, at each convening of a Parish Council ordinary meeting.

15. A synopsis of the Committee Chairmans report, along with any resolutions, are to be incorporated into the Parish Council meeting minutes.

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Reviewed By: Full Council