



Sleaford Castle Heritage Group

(An advisory committee of Sleaford Town Council)

Terms of Reference

Membership & Voting

- The Sleaford Castle Heritage Group (SCHG) is an advisory committee of the Town Council constituted further to Section 102(4) of the Local Government Act 1972.
- The SCHG will consist of three members of the Council, and 10 non-councillors, all to be appointed by the full Council at the Annual Meeting of the Council.
- At its first meeting after the Annual Meeting of the Council the SCHG will appoint its Chairman and Vice-Chairman for the forthcoming Council year.
- The members, Chairman and Vice-Chairman of the SCHG will hold office until the following Annual Meeting of the Council after their appointment.
- Any vacancies on the SCHG can be filled by the full Council at one of its meetings held before the following Annual Meeting of the Council.
- The Chairman of the SCHG will have an original vote and in addition a casting vote which he or she can but does not have to use.

Remit

- To advise and bring recommendations to the full Council regarding the preservation, management, improvement, and promotion of the Sleaford Castle Site.
- The SCHG will not have any delegated powers of expenditure.

Meetings & Quorum

- The SCHG will hold at least four ordinary meetings during the year at times and dates to be decided by itself.
- Extraordinary meetings of the SCHG may be called in line with standing orders 6(c) and 6(d) of the Council.
- The quorum of meetings of the SCHG will be three members.
- The public notice requirements of meetings of the SCHG will be the same as those for meetings of the full Council.

Sub-Committees

- The SCHG may appoint sub-committees whose terms of reference and membership shall be determined by the SCHG.
- The quorum of meetings of any sub-committees will be three
- The public notice requirements of meetings of any sub-committees will be the same as those for meetings of the full Council.



Public Participation

- Members of the public will have the same rights of public participation at meetings of the SCHG (and at any sub-committees it may establish) as they have at meetings of the full Council and as are set out in the standing orders of the Council.

Meeting Papers & Minutes

- Except for any documents marked confidential all members of the Council will receive the meeting papers of the SCHG
- Minutes of the SCHG (and of any sub-committees it may establish) will be approved at the next meeting of the SCHG and then circulated to all members of the Council

Adopted – 21st June 2023