



WRITTLE PARISH COUNCIL

Parish Office, The Green

Writtle, Chelmsford

Essex CM1 3DT

Telephone: (01245) 420066

Email: clerk@writtle-pc.gov.uk

Website: www.writtle-pc.gov.uk

TERMS OF REFERENCE

Version Number	Date	Author	Notes
1.0	29 April 2024	L Fox	To be taken to first Writtle Archives meeting for agreement. To be noted at APCM on 13.05.24.
1.1	1 April 2025	L Fox	Agreed at PCM 07.04.25
1.2	17 March 2026	J Atterbury	Approved at PCM 13 April 2026

The Writtle Archives Working Party ('the Working Party') is a Working Party of Writtle Parish Council ('the Council') and is established to co-ordinate the digitisation and succession planning of Writtle Archives.

1. Membership

The Membership of the Working Party shall be 3 Members of the Council and 3 Members of Writtle Archives.

The Chair of the Working Party will be elected at the first meeting.

The Clerk to the Council will administer the meetings on behalf of the Council. The Chair will liaise with the Clerk regarding a schedule of meetings and agenda items.

2. Decisions

The Working Party will keep the Council fully informed by circulating the meeting notes. It will also forward all important decisions to the Council for ratification.

The Working Party has no budgetary or spending powers – if expenditure of any kind is expected as a consequence of the working party recommendations it must be referred to the Council, through the Clerk, for approval.

3. Meetings

The Working Party shall arrange to meet as and when required. Copies of the draft notes of the meeting shall be circulated to all Members of the Working Party and the Council within 5 working days. Working Party meetings are not required to be held in public.

The Council shall formally review the continued need for the Working Party annually at the Annual Parish Council Meeting or as required.

The Working Party may invite non-members to attend meetings.

4. Quorum

The quorum shall be 3 members of the Working Party. If the number of members present falls below the required quorum of three the meeting may be adjourned unless it is felt necessary, due to urgent requirements, to continue discussions. The notes of that meeting will then be forwarded to Full Council for consideration as per usual (see Decisions above).

5. Objectives

The Working Party will consider a range of issues arising from the future running of Writtle Archives and will strive to achieve the best outcomes for the Parish of Writtle and its residents.

- Interface between Writtle Archives and Writtle Parish Council
- Digitisation of the Writtle Archives collection
- Future financial support for Writtle Archives

The Working Party may liaise with local organisations and residents, and any other relevant authorities, as necessary.

Review – April 2027