



# DATCHET PARISH COUNCIL

## Heritage Monuments & Memorials Working Group Terms of Reference

Terms of Reference Reviewed by Working Group	29 <sup>th</sup> Sep 2025
Next Review Date	May 2026
Approved at Full Parish Council Meeting	13 <sup>th</sup> Oct 2025
Minute Ref	25/160c
Version 1	

Document Revised on	Revision Tracking
Jan 2026	Cllr Glover Resigned from the council

MEMBERS
Cllr Young
Cllr Wise
Alison Crampin DVS / DNP
Marjorie Clasper DVS
Jo Stickland /Jane Simpson DNP



## **1. Purpose**

The Heritage Monuments & Memorials Working Group (“the Working Group”) is established by Datchet Parish Council to oversee, safeguard, and promote the parish’s heritage assets, including monuments, memorials, plaques, and other structures of cultural or historical significance. The Working Group will provide recommendations to the Council to ensure that these assets are appropriately conserved, maintained, and celebrated as part of the village’s heritage.

## **2. Objectives**

The Working Group will:

- Identify and keep an up-to-date record of heritage monuments, memorials, and related assets within the parish.
- Assess the current condition of these assets and highlight maintenance or conservation needs.
- Recommend priorities for repair, restoration, or preservation to Datchet Parish Council.
- Liaise with relevant heritage bodies, local historians, community groups, and other stakeholders.
- Explore funding opportunities, including grants and partnerships, to support heritage projects.
- Raise public awareness of the parish’s heritage and encourage community engagement.
- Provide advice to the Parish Council on new proposals for memorials or commemorative projects.

## **3. Membership**

- Membership will consist of Parish Councillors and co-opted members of the community with relevant expertise or interest.
- The Working Group shall comprise a minimum of five members, at least three of whom must be Parish Councillors.
- Membership will be approved by Datchet Parish Council and reviewed annually.

## **4. Chairing**

- The Working Group shall elect a Chair from among its members.
- The Chair will report on the group’s work to full Council meetings as required.



## **5. Meetings**

- Meetings will be held as required, with a minimum of three per year.
- Notes of meetings will be recorded and circulated to members, with reports presented to the Parish Council.

## **6. Decision-Making**

- The Working Group has no delegated powers to make decisions on behalf of the Council.
- Recommendations will be made to the Parish Council for approval.
- Expenditure on projects must be authorised by the Parish Council before being incurred.

## **7. Accountability**

- The Working Group is accountable to Datchet Parish Council.
- Progress will be reported regularly through written updates and presentations at Council meetings.

## **8. Review**

- These Terms of Reference will be reviewed annually by the Parish Council to ensure they remain fit for purpose.

Signature:   
The Clerk

Date: 13.10.2025