



Wylam Parish Council

WYLAM RAILWAY MUSEUM & HERITAGE ADVISORY GROUP: TERMS OF REFERENCE

1. AUTHORITY.

- 1.1 The Wylam Railway Museum and Heritage Group ("the Group") is appointed by and solely responsible to Wylam Parish Council.
- 1.2 The Group's Terms of Reference are defined and agreed by Wylam Parish Council, which may vote at any time to modify these.
- 1.3 The Group cannot make decisions on policy or expenditure. These decisions are reserved to a quorate meeting of Wylam Parish Council.
- 1.4 Meetings of the Group are to be held at least quarterly.

2. MEMBERSHIP.

- 2.1 The Chair of the Advisory Group is always a member of the Parish Council.
- 2.2 In addition to the Chair, at least one other member of the Parish Council will be a member of the Group.
- 2.3 The Group will therefore be made up of two or more Parish Councillors, local volunteers and (if available) officers from Northumberland County Council (NCC) and/or other organisations as appropriate.
- 2.4 Membership of the Group will be ratified at the Annual Meeting of Wylam Parish Council in May of each year.

3. RESPONSIBILITIES AND AREAS OF OPERATION.

The Group will:

- 3.1 Oversee the day-to-day running of the Railway Museum in conjunction with Northumberland County Council (NCC) and its Library Service.
- 3.2 Ensure the on-going maintenance and development of exhibits in the Museum within the current space and other constraints.
- 3.3 Explore the long-term development prospects and funding for the Museum.
- 3.4 Support research into the social history and built heritage of Wylam Parish by Wylam residents and others, including, in particular, the National Trust.

- 3.5 Promote or produce printed, on-line or other material such as interpretation boards to encourage greater public awareness of Wylam's history and heritage.
- 3.6 Liaise with NCC and other organisations to monitor the condition of Wylam's historic built heritage and promote actions required for its maintenance and conservation.
- 3.7 Work with the Tyne Valley Community Rail Partnership (TVCRP), Northern Rail and other bodies to help fulfill TVCRP's aims of raising awareness and promoting community ownership of the Tyne Valley Line and its integration into village life.
- 3.8 Collaborate with village groups and residents on projects related to 3.7 above through the *Wylam Past, Present and Future* project and other similar projects as they arise.

Approved by Wylam Parish Council: 10th September 2018.

Review due: As required.