**TERMS OF REFERENCE**

**Bracknell History Working Group**

1. The Working Group shall be known as the Bracknell History Working Group

2. The Working Group has no budget

3. The aim of the Working Group is to produce information panels at appropriate sites of historic interest and act as a pressure group for improving and recognising historical features or artefacts in Bracknell. To work in partnership to protect and promote the history of Bracknell. To review the inclusion of Bracknell sites on Bracknell Forest Council's Local List, and make submissions to Bracknell Forest Council as appropriate.

4. The Working Group has delegated authority to consider issues and make enquiries regarding the projects under consideration to allow for a factual report to be compiled.

5. The Working Group will put forward recommendations to the Strategy and Finance Committee and does not have any authority to spend any money without the approval of Full Council following a recommendation from the Strategy and Finance Committee on each project

6. Once established the Working Group will clerk their own meetings and send a report to the Town Clerk for inclusion with each Strategy and Finance Committee Agenda

7. A minimum of five Councillors will be on the working Group and representatives from local community groups will be invited to join the group. The Group is open to new members wishing to contribute to the aim and objectives of the Bracknell History Working Group.