

# **Bracknell Forest Heritage Forum**

## **Revised Terms of Reference**

It is proposed that the aim of this Forum is for members to work in partnership with each other so as to protect and promote our heritage across the borough including:

- Providing information and agenda topics to support the Heritage Officer in advising Bracknell Forest Borough Council
- Providing advice and support in progressing the Bracknell Forest Heritage Strategy and its development, including contributing to any future reviews of the strategy
- Identifying local buildings and sites of local interest or importance
- Generating new ideas for projects that create a sense of place and local identity
- Aiding the Heritage Officer in the creation and maintenance of an information resource that will identify sources of heritage information and existing collections / resources relating to the borough
- Supporting the organisation of heritage events
- Assisting with applications for funding and/or sponsorship

Forum meetings are closed to the public. A full list of members and the organisations they represent will be distributed to the group. However, members are invited to send a suitable substitute to meetings they are unable to attend, provided the Heritage Officer is notified.

To facilitate free discussion, Forum Members undertake not to pass on comments made in the course of the Forum meetings to the press or other public sources, unless agreed by the group. The agreed minutes will act as the public record.

Draft minutes of each Forum will be circulated to all members via post or email as soon as possible after each meeting.

At least six weeks prior to each Forum, the Heritage Officer will contact members to request agenda items. A themed Agenda for each meeting will be drawn up by the Heritage Officer based on points raised in previous meetings, the call for agenda items and from information provided through the initial questionnaire circulated at the first meeting. The agenda will be circulated at least three weeks prior to each Forum.