

CHARNEY BASSETT PARISH COUNCIL

History & Archaeology Group

Terms of Reference

The History and Archaeology Group undertakes research into Charney Bassett's past with a view to furthering knowledge of village history and ensuring this is preserved for future generations. Activities allow villagers and others to participate in and learn from any research, surveys and excavations that are undertaken. Relevant material is published on the Group's website (<https://history.charneybassett.org.uk>).

The Group operates under the following guidelines:

- 1 The Group is of an ad-hoc nature (there is no formal membership) allowing participation by anyone who has sufficient interest.
- 2 The Group operates under the guidance of a Group Co-ordinator, with a lead officer on Archaeology and a Website Manager – all of whom are appointed annually by the Parish Council.
- 3 The Group keeps the Parish Council informed of planned activities and reports annually to the Parish Council (usually at the May meeting).
- 4 Data and documents are held on behalf of the Parish Council. Electronic data is kept on a secure system controlled by the Group Co-ordinator; hard copy documents are catalogued and stored in a secure cabinet in the Village Hall; archaeology finds are stored securely in Charney Mill.
- 5 Personal data is managed in accordance with the requirements of data protection legislation and the Parish Council's Data Protection Policy.
- 6 The Group does not maintain an account. Budgetary requirements are identified as soon as possible and met by the Parish Council as agreed (these include for public liability and employer insurance and membership of Oxfordshire Local History Association).
- 7 Archaeological digs are organised in accordance with the protocol set out in Annex 1.

Approved at the meeting of the Parish Council on 11th January 2023 (minute 23/14)

Annex 1

Protocol for Archaeological Digs

- 1 Excavations (primarily test pits and surveys) are normally undertaken in conjunction with a trained Archaeologist.
- 2 A Risk Assessment will be undertaken before any on-site activity and a record kept of all participants.
- 3 Participation in on-site activities by 14 year-olds or younger shall be subject to their supervision by an identified parent or guardian.
- 4 In arranging for excavations on private property agreement will be reached with the owner(s) on the ownership of finds, with a view to establishing that, wherever possible, they will be donated to the Parish Council with a view to their eventual display in a way that allows for viewing by the general public.