

Fingal Heritage Forum

Terms of Reference

**Comhairle Contae
Fhine Gall**
Fingal County
Council



An Chomhairle Oidhreachta
The Heritage Council



Background

“Each local authority will establish a local heritage forum, including elected representatives and representatives of communities and non-governmental organisations, to prepare a Local Heritage Plan in consultation with the County/City Development Board and other relevant statutory bodies” (National Heritage Plan, 2002:15). The National Heritage Plan requires each local authority to prepare and implement a Local Heritage Plan. As part of this process, a local heritage forum needs to be established.

Definition of Heritage

National Heritage is defined in the Heritage Act 1995 as including monuments; archaeological objects; heritage objects; architectural heritage; flora; fauna; wildlife habitats; landscapes; seascapes; wrecks; geology; heritage gardens and parks and inland waterways. The Fingal Heritage Plan will address all these aspects, as appropriate.

Purpose of the Heritage Forum

To prepare and implement a heritage plan for Fingal, in order to secure benefits for and the protection of, the local heritage of Fingal; and to increase awareness, appreciation and enjoyment of heritage among the communities of Fingal.

Role of the Fingal Heritage Forum Members:

- Establish priorities and prepare broad objectives for the identification, protection, conservation, management and presentation of the cultural and natural heritage of Fingal
- Oversee and contribute to the Heritage Plan process
- Identify specific actions to be taken that will contribute to the achievement of the priorities established and the objectives of the Heritage Plan
- Identify partners to carry out specific actions set out in the Heritage Plan
- Monitor and evaluate the implementation of the Heritage Plan in conjunction with the Heritage Officer
- Raise awareness of heritage matters and promote best practice in regard to heritage management

Forum Membership

Forum members shall remain in place for the period of the Heritage Plan (usually 5 years) after which time membership will be reviewed.

Elected members shall remain in place for the lifetime of the Council after which time membership will be reviewed.

Membership aims to be representative of the diversity of the Fingal population, reflecting gender, geography and cultural interests and may be drawn from the following sectors:

- local government
- local development
- state agencies
- educational institutions
- landowner/farming representatives
- community and voluntary groups
- heritage organisations/groups

Operating Procedure

The Fingal Heritage Forum will meet 2 times per annum usually. Additional meetings may be held during the preparation of the Fingal Heritage Plan.

Meetings will be held virtually until deemed safe to be undertaken in County Hall, Swords.

Notice of meetings (minimum 7 days), specifying the business to be transacted will be given.

Minutes of all meetings will be recorded. Quorum is 30% + 1 members.

The Fingal Heritage Forum may establish working groups to undertake aspects of the preparation of the Fingal Heritage Plan.

Reporting mechanisms

The Heritage Officer, on behalf of the County Heritage Forum, will report the work and progress of the Heritage Plan to the:

- Members of Fingal County Council
- County Council Senior Management
- Community Development, Heritage, Culture & Creativity Strategic Policy Committee

The Fingal Heritage Forum will operate on the basis of real and meaningful partnership.