1. **Name**

The Committee shall be called the Linlithgow Civic Society (LCS).

1. **Remit**

LCS is a Committee acting on behalf of, advising and reporting to the Linlithgow Burgh Trust Board.

It has been delegated responsibility and granted authority by the Board:

* 1. To stimulate and advance public interest in, and care for, the beauty, history, character and well-being of Linlithgow and district, the maximum extent of its area of concern being defined by all postcode units within the postcode district of ‘EH49’;
  2. To encourage and advance high standards of architecture and town planning, including the adequate provision and protection of green spaces, in Linlithgow and district as defined in Clause 2.1, this to be achieved by such means as scrutiny and constructive comment on planning applications, proposed developments and planning policies and the advocacy of alternative sustainable approaches to the planning and development of the town;
  3. To pursue the above ends by means of meetings, exhibitions, lectures, conferences, publications, products, publicity, events, collaboration, lobbying and participation with other organisations including schools and committees, and the promotion of schemes or any other activities of a charitable nature;
  4. To undertake, and encourage others to undertake, sustainable practical and physical works to preserve, sustain and enhance the beauty and character of Linlithgow and district as defined in Clause 2.1, including, amongst other things, the creation of heritage trails, the installation of public art and the clearance and upgrading of untidy areas.

1. **Standing Orders**

LCS shall, at all times, comply with the currently approved version of Linlithgow Burgh Trust – Committee Standing Orders.

1. **Responsibilities**

In addition to the Responsibilities set out in the Committee Standing Orders, in furtherance of the above Remit, and for no other purposes:

* 1. To manage all aspects relating to running the annual Perambulation of Linlithgow’s Marches.
  2. To co-ordinate and manage all aspects relating to running Doors Open Days in West Lothian.
  3. To manage the distribution and stock of publications and other items that are offered for sale.

1. **Membership and Meetings**

In addition to the matters set out in the Committee Standing Orders:

* 1. Membership of the LCS shall consist of no fewer than six (6) and not more than twelve (12) Members.
  2. A quorum shall consist of three (3) voting Members, which shall include at least one (1) Charity Trustee.
  3. LCS meetings shall not normally be open to attendance by Members of Linlithgow Burgh Trust or the volunteers who help with its work but such individuals may be invited to attend from time to time. Those who are not Members of the Committee may participate in discussions but may not vote.
  4. LCS shall meet monthly, or otherwise as circumstances dictate.

1. **Working Groups**
   1. LCS may set up Working Groups, as required to undertake specific activities, in accordance with Committee Standing Orders.
2. **Alterations**

This document may only be altered by the Board.