



St Ives Town Council

Twinned with Stadtallendorf

Town Clerk: Alison Benfield BA (Hons) FSLCC

Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire, PE27 5AL
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TERMS OF REFERENCE – NORRIS LIBRARY AND MUSEUM TRUST GROUP

GENERAL

The Town Council, as a corporate body, is the sole trustee of the Norris Library and Museum Trust. It exercises its powers as trustee through the Norris Library and Museum Trust Group.

DELEGATED POWERS

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Group's delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED", and will then be brought to the Council's particular attention by the Chairman of the Group at the next meeting of the Council when seeking approval and adoption of the Committee's minutes.

In any case where the Group Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

POWERS SPECIFICALLY DELEGATED TO THE TOWN CLERK

- 1.0 Authorising expenditure on items where the Council, or the appropriate Committee under delegated powers, within a budget approved by the Council, has agreed the expenditure.
- 2.0 Investing monies held by the Council with a view to obtaining the best rates of interest, provided that the monies are invested through the Council's appointed bankers, the Post Office or a reputable building society.
- 3.0 The power to act as the Council's "Proper Officer" in all cases where any legislation requires the appointment of such an officer.
- 4.0 To act as the Responsible Officer for Health and Safety, and as the Council's Proper Officer in all cases where legislation so requires.

PUBLIC AND PRESS

Under Section 1(1) of the Public Bodies (Admission to Meetings Act 1960) as the Town Council is not exercising a public function whilst exercising its powers as a trustee the Press and Public are not permitted to meetings as a right. However as the Town Council endeavours to be as open and transparent as possible in its operations the press and public will generally be permitted to attend all meetings but may be requested to leave

The reasons for which the press and public may be excluded include:

- 1.0 To discuss terms of service, or to discuss the conduct and dismissal of a member of staff
- 2.0 Terms and proposals and counter proposals in negotiating contracts
- 3.0 Preparation in legal proceedings
- 4.0 The early stages of a dispute
- 5.0 The early stages of agreeing tender/quotation details
- 6.0 The approval of tender/quotation details
- 7.0 To discuss a matter of commercial sensitivity

NORRIS LIBRARY AND MUSEUM TRUST GROUP

Terms of Reference

- 1.0 Membership shall comprise 9 Members of the Council and 3 members put forward by the Friends of the Norris Library and Museum.
- 2.0 All members of the Groups shall have equal voting rights
- 3.0 Four members of the Group shall constitute a quorum.
- 4.0 The Group shall elect a Chairman and Vice Chairman for each Civic year
- 5.0 The Group may exercise the Town Council's powers as trustee of the Norris Museum Library and Museum Trust.
- 6.0 The Group shall place before the Town Council annual estimates of expenditure relating to matters within its responsibility.
- 7.0 The Group shall advise the Council on all matters relating to the provision of new, and modification of, existing buildings and equipment at the Norris Library and Museum.
- 8.0 The Group shall liaise, where appropriate, with the Friends of the Norris Museum.

Delegation of Powers

1.0 To the Group

- 1.1 Those functions contained in paragraphs 5.0 to 8.0 above.

2.0 To the Chairman and Vice Chairman

- 2.1 Matters of an urgent nature requiring settlement before the next meeting of the Group may be dealt with by the Chairman and Vice Chairman of the Group in conjunction with the Town Clerk and at their discretion, but must be submitted for approval or otherwise to the next meeting of that Group.

Responsible Officer	Town Clerk	Date effective from	May 2016	Review date	March 2017
Author	Town Clerk	Date last amended	May 2016		