



David Barker Bequest Committee- Terms of Reference

The Committee is responsible to the Council and has the following remit:

1	MEMBERSHIP	The Committee will consist of at least 5 members of the Council. The Chairperson will be chosen by full Council and will hold office until the next Annual Meeting of the Council. All Council members not appointed to the Committee are to receive notification of the agenda and may attend in a non-voting capacity. Members/former members of the Matlock Civic Association can be seconded to the committee in an advisory capacity and as non-voting members.
2	QUORUM	The quorum shall be a minimum of 3 members
3	VOTING	Members shall vote by show of hands, or if at least two members so request, by recorded vote. The Chairman shall in the case of an equality of votes, have a second or casting vote.
4	MEETINGS	Meetings will usually be held every 3 months on a Monday evening as amount of business dictates. The public and press shall be admitted to all meetings, which may however, temporarily exclude them by means of a resolution. Confidential Business: Members of the Committee should not disclose matters of a confidential nature to any person not a member of Matlock Town Council. Any member doing so shall be removed from the Committee by the Council.

5	FUNCTION	To provide effective management of the David Barker Bequest. To ensure the charity constitution is followed. To ensure the following objectives are met: <i>1. To educate the public in the geography, history, natural history and architecture of the area of Matlock.</i> <i>2. The preservation, protection, development and improvement of buildings and other features of historic or public interest by promoting high standards of planning, design and architecture in or affecting Matlock.</i> <i>3. To design and implement civic improvement and heritage conservation projects.</i>
6	DELEGATED POWERS	The Committee has full delegated powers over the Council's running of the charity.
7	REPORTING TO COUNCIL	The minutes from each meeting will be presented to Full Council or A decision shall be taken at each Committee meeting as to whether any items should be referred up to Full Council.
8	REVISION	A review of David Barker Bequest Committee membership and its duties will be taken annually, in May.