

STALBRIDGE TOWN COUNCIL

Clerk: T Watson
TheHub@Stalbridge,
Station Rd, Stalbridge, Sturminster Newton, Dorset, DT10 2RG.
Tel 01963 364276.
Email: clerk@stalbridgetowncouncil.gov.uk

Terms of Reference – Stalbridge Archive Society

Name

The Name of the organisation will be the “**Stalbridge Archive Society**” hereafter referred to as The Society.

Purpose

- A1. To further the interest and participation of residents in the rich history of our Town and locality.
- A2. To preserve record and retain the town archive collection (which is in the ownership of the Town Council) in perpetuity for the residents of Stalbridge.
- A3. To further acquire, by purchase, donation or loan, items and artefacts concerning the history of Stalbridge and its immediate vicinity.
- A4. To make The Archive fully available for examination and consultation.
- A5. To compile and maintain a catalogue and record of the acquisitions.
- A6. To make parts of the archive available online through a web site to be available for study locally and in other countries, and so help promote world-wide interest in Stalbridge and its locality.
- A7. In a spirit of co-operation, the Committee, as set out in paragraph B2 below, on request and at their discretion, may provide information (or in exceptional circumstances, actual items on agreed loan) to other historical societies, museums, universities, colleges, schools and bona fide enquirers.
- A8. To work towards establishing a Heritage Centre for the display of as many suitable items in The Archive as possible for public inspection, education and enjoyment.

Delegated Powers

The group will have delegated powers to authorise expenditure within the remit of the account named **Stalbridge Archive Society** (subject to adherence to the Town Council's Financial Regulations)

Membership

- B1. A Committee shall be formed. The officers shall consist of a Chairman, a Secretary and a Treasurer who shall be elected by the Committee in rotation every 3 years
- B2. The Committee shall consist of these three principal officers and four other Committee Members elected by The Society. All are to serve for a period of 3 years, each one retiring in an annual rotation and offering him/herself for re-election if he/she desires. It is a requirement that a Town Councillor is elected on an annual basis as a member of the society. The Town Council member is responsible for reporting and delivering any recommendations made by The Society to the Town Council via agenda items.
- B3. Membership can be modified by The Society and report of changes made to the Town Council.
- B4. The Hon. Treasurer shall present a set of input/output accounts at the AGM.
- B5. Members: Membership of the Society shall be open to all on payment of an annual subscription agreed by the Committee.
- B6. Meetings: The Committee shall meet at least twice annually, one of these meetings to be the Annual General Meeting. Any additional meetings will be held as and when required.

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B7. Expenditure: The requirement is for two signatures. Three members shall have the authority to sign cheques. These shall not include the Town Council representative. If two signatories are related, they shall not jointly sign any cheques.

Adminstration

C1. Location: The archive is in the custodianship of the Town Council and stored at The Hub where it can be viewed on request to the Committee.

C2. The society will only publish online information or images in accordance with the Copyright Designs and Patents Act 1988.

C3. Loan Items: The Society will not lend original items from The Archive for perusal or study without the permission of at least four members of The Committee, but loan copies can be made and kept available for examination by residents (and by special permission, others) in their own homes, providing a loan pro forma is completed and signed by the borrower, who is clearly informed that he/she then assumes full responsibility for the safe return of the copy.

C4. Should the Archive Society cease to exist as a sub-committee of the Town Council any funds remaining after disposal will revert to the Town Council for use on the ongoing preservation of the Archive.

C6. Members: At the date below, the Committee of The Stalbridge Archive Society consists of:

Mrs Ann Moore, Chairman
Mrs Lesley Wood, Hon Secretary
Mrs Christine Foster-Pegg, Hon Treasurer
Mrs Jude Watts
Mr Tony Wood
Mr Robert Ralph
Mrs Judie Ralph

Notes

The Town Council will be the "legal" entity for the facility with any associated monies, bank accounts (if required) and supplier contracts. The Town Clerk will cover the administration associated with any of these matters as part of normal duties.

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APPENDIX A

The following Clauses of the Stalbridge Town Council Standing Orders (adopted 04.06.14) shall be adhered to.

1. Rules of Debate
2. Disorderly Conduct at Meetings
3. Meetings generally
4. Committees and sub-committees
6. Extraordinary meetings
7. Previous resolutions
8. Voting on appointments
9. Motions*
10. Motions not requiring written notice
11. Handling confidential or sensitive information.
12. Draft minutes
13. Code of conduct and dispensations
17. Accounts and accounting statements
18. Financial controls and procurement
20. Requests for information

Financial Regulations 6.5

TC sub-committee petty cash procedures (*extract*)

a) Archive Society

- i. Cash is received from casual donations and small sales of cards and booklets.
- ii. A cash float of £50.00 maximum is held to service small day to day archiving material expenses.
- iii. All cash received will be recorded when received
- iv. Cash receipts and payments will be reported at meetings by the Treasurer
- v. All cheque expenditure will be agreed by majority vote and minuted.