



Terms of Reference Museum

1. Introduction

- 1.1. Wareham Town Museum is a joint undertaking between Wareham Town Council and the Museum's volunteer helpers.
- 1.2. The Museum shall be open to the public free of charge and run for the interest and education of the town's residents and visitors alike.
- 1.3. The Museum is run by volunteer helpers who act primarily as Museum staff. The positions of Museum Manager and Museum Curator are also volunteer posts for which an annual honorarium is received.
- 1.4. The Town Council is generally not involved with the day to day operation of the Museum.
- 1.5. The Museum shall be administered by a Committee of the volunteer helpers and the Town Council under the authority of the Town Council and the conditions laid down under these Terms of Reference and associated policy documents such as the Collections Management Policy.

2. Museum Committee

2.1. Membership

- 2.1.1 The Committee shall comprise eight voting members as follows:
Two Councillors appointed by the Town Council, four Volunteers elected by and from the current list of serving volunteers, plus the Manager and the Curator as ex-officio members.
- 2.1.2 Outside representatives should be appointed annually.
- 2.1.3 Additionally, one or more outside representatives may be put forward by the Committee and, subject to prior approval being sought and obtained in writing from the Town Council for each additional member; they can be added to the number of Committee Members and these members to be re-elected annually.
- 2.1.4 In the event of an even split amongst votes, the Chairman will have a second, casting vote.

2.2 Election of Members

2.2.1 Town Councillors – Elected annually in May at the Annual Town Council meeting under the Town Council's Standing Orders.

2.2.2 Volunteers:

- i. Elected annually in May from the current list of serving volunteers by the volunteers.
- ii. The Committee Chairman shall send a written notice at the beginning of April to all the volunteers inviting them to put their name forward by the end of April for election to the Committee.
- iii. In the event of there of being more than four nominations, the Committee Chairman shall organise via the Committee Clerk for a ballot of the volunteers to take place.
- iv. Ballot papers will be distributed by either email or post as appropriate, with a return date at the end of the second week in May.
- v. Returned ballot papers will be checked by the Clerk to the Museum Committee and the Town Clerk.
- vi. The duly elected Committee members of the Museum Committee will be invited to attend the first meeting in the Civic year, normally held in June.

2.3 Election of Chairman

At the first meeting following the election of the new Committee, the first business shall be the election of a Chairman for the ensuing year from the two Town Council representatives.

2.4 Meetings

2.4.1 Frequency

The first meeting of the new Committee year shall take place in June. The Committee shall meet a minimum of three times a year with at least one meeting falling within each of the following periods:

1. June
2. October/November
3. February/March

2.4.2 Place and time of meeting

The meetings shall be held in the Town Hall at a time and date to be agreed by the Town Clerk, in line with all other Council meetings.

2.4.3 Notice of meeting

All members of the Committee shall be sent a notice and agenda of each meeting at least three clear working days in advance.

2.4.4 A notice of the meeting shall be posted on the Town Hall noticeboard and the meeting shall be open to members of the public.

2.4.5 Agenda items

Any Committee member may place items on the agenda for the next meeting, subject to the item being received by the Town Clerk at least five clear working days before the meeting.

2.4.6 Quorum

No business may be transacted at a meeting unless at least one third of the whole numbers of members of the Committee are present and in no case shall the quorum of a meeting be less than three.

2.5 Standing Orders

The Standing Orders of Wareham Town Council shall apply as and where they are applicable; in particular those on Rules of Debate (5.0), Committees and Sub-Committees (8.0), Expenditure (13.2b where applicable) and Members Rights and Obligations (12.0)

2.6 Volunteers

A Volunteer is any person who has performed regular duties for the Museum in the preceding year.

3. Wareham Town Council Responsibilities

Wareham Town Council –

3.1 Is the parent body and owns all objects and other property of the Wareham Town Museum, with the exception of any items that are on loan to the Museum.

3.2 Defines the general scope and conduct of the Museum's operation through these Terms of Reference.

3.3 Will provide administrative support (correspondence, agendas, application for grants, legal negotiations etc.) and has overall control of all Museum finances, through the office of the Town Clerk. Administrative assistance shall be provided for an average of 3 hours any one week.

3.4 Will pay all rates, rents, insurances, major building maintenance and repair cost (including decoration) and other service charges of the Museum.

3.5 Will allocate each financial year to the Museum Committee a sum of money to be spent on Museum items, fittings, fixtures and equipment including the repair or replacement of the same; and other expenses subject to the submission of a budget, provided by the Museum Committee the previous November, giving a simple breakdown under headings of expenditure.

3.6 May from time to time impose whatever financial requirements may be deemed necessary by the Council.

- 3.7 Donations collected by the Museum will be transferred to the Museum Reserves.
- 3.8 The Museum Committee shall have the right to spend money allocated in the Museum Reserves as it sees fit, without requiring permission from the Council, providing a resolution is passed by the Museum Committee agreeing to any such expenditure.
- 3.9 Will appoint two Councillors to serve on the Museum Committee.
- 3.10 Will appoint the Museum Curator and Museum Manager following consultations with the Museum Committee.
- 3.11 Shall at all times have full authority over the Museum and upon which its decisions shall be binding.
- 3.12 May from time to time vary these Terms of Reference by a decision of the Council following a notice of motion, or a recommendation from the Museum Committee or the Policy, Resources and Finance Committee.
- 3.13 Shall in the event of a dispute act as final arbiter.

4. Museum Committee Responsibilities

The Museum Committee will:

- 4.1 Decide on all aspects of the operation of the Museum within the scope of these Terms of Reference.
- 4.2 Decide the operational season and hours of opening and the advertising of the same.
- 4.3 Decide on acquisitions of fixtures, fittings, equipment and items for sale in the Museum as long as they are shown within the current financial year budget lines, unless where such acquisitions are made by use of funds in the Museum Reserves.
- 4.4 Be responsible for ensuring that the Manager and Curator undertake their responsibilities as set out in Section 5 of these Terms of Reference.
- 4.5 Appoint a person to keep a list of Volunteers and arrange the day to day rota of Museum stewards during the Open season.
- 4.6 The Committee may annually appoint any such persons as may assist the Manager or the Curator in its day to day operations.
- 4.7 At its discretion form associations with other historical organisations. Any cost implication beyond subscription (which will be borne from the Committee's budget) must be referred to the Town Council for prior written approval.
- 4.8 Submit a budget estimate to the Town Council in November each year setting out the amounts requested under each budget heading of expenditure, excluding those costs met directly by the Town Council.

- 4.9 Authorise sums of money to be available to the Manager and/or Curator for the day to day running of the Museum and monitor such expenditure.
- 4.10 Be required to submit minutes (unconfirmed) of every Committee meeting to the next available Town Council meeting.

5. Museum Manager and Museum Curator Responsibilities

Please refer to the respective Job Descriptions with regard to responsibilities of these posts. These are attached as appendices to these Terms of Reference. *(Note: Final versions to be provided by Town Clerk)*