

Constitution of the TROWBRIDGE HISTORIC BUILDINGS COMMITTEE

1. The Trowbridge Historic Buildings Committee (the Committee) is being created by the Trowbridge Civic Society (the TCS) with the agreement of the Trowbridge Town Council (the TC), to allocate grants for the repair and maintenance of buildings of historic or architectural interest in Trowbridge, and related purposes. Detailed criteria for use in the allocation of grants have been agreed between the TC and the TCS and may be amended by agreement between them.
2. The Committee is to be a committee of the TCS consisting of eight members, of whom two will be nominated by the TC. (The TCS and the TC may each, at their discretion, nominate one additional member to act as deputy). The local Conservation Officer of Wiltshire Council (or any successor authority) will be a member. This committee will elect a chairman.
3. A representative of the Wiltshire Historic Buildings Trust Ltd will be invited to attend meetings as an observer.
4. Initial funding for the Committee will be provided by the TC and may be added to by both the TC and the TCS. The TC will provide the Committee with such financial contributions as it may decide annually, to be paid to the TCS annually.
5. Funds provided by the TC and allocated by the TCS will be held by the TCS in a Restricted Fund, along with interest received on its investment, until it is paid out in grants. The committee will have discretion to make grants from this fund, for the purposes and in accordance with the criteria mentioned in paragraph 1 above. The TC contribution will be spent on a minimum of two schemes.
6. The Committee will meet at least twice each year and as necessary giving three weeks notice of extra meetings.
7. The activities of the Committee will be covered in the Annual Report and Accounts of the TCS, which will be made available to the TC. The Annual Report and Accounts of the TCS will be prepared in accordance with the requirements of the Charity Commission and the Companies Acts. Agendas for and minutes of Committee meetings will be available to the TC.
8. The Technical Adviser will be appointed by the Committee, and who will, with the Clerk, prepare the agenda and minutes for its meetings.
9. Administrative costs of the Committee (such as the Technical Adviser's fees, audit stationery, postage) will be charged to the Restricted Fund. The correspondence address of the Committee will be the TC's offices.
10. The TC and the TCS will each have the power to terminate the operation of the Committee at any time by giving not less than twelve months notice to the other. On termination the accrued funds of the Committee will be allocated:
 - i. first to the payment of all outstanding administration costs including a provision for such costs associated with the termination but not yet incurred
 - ii. secondly towards a provision to cover liabilities arising in connection with grants agreed but not yet disbursed.
 - iii. any surplus then remaining shall be repaid to the donors in proportion to the amounts each has contributed at and since the formation of the Committee
11. The terms on which the Committee exists, as set out herein, may be changed only with the express agreement of both the TC and the TCS.