

## THE MUSEUM TRUSTEES COMMITTEE

The Committee shall comprise all members of the Council in their role as Trustees of the Museum.

The Committee shall meet at least annually.

## THE MUSEUM MANAGEMENT COMMITTEE

1. The Committee shall comprise six Trustees elected at their Annual Meeting together with the following:  
The Honorary Museum Curator  
The Honorary Town Archivist  
A representative of the Old Cornwall Society  
A representative of the Stuart House Trust  
A representative of the Museum Volunteers  
The Mayor and/or Deputy Mayor are ex officio members of the committee as is the Museum Consultant.
2. The Chairman and Vice Chairman of the committee shall be trustees. A quorum shall comprise of 50% of Trustees.
3. The Committee will meet as required subject to a minimum of four meetings per annum.
4. The business of Committee meetings shall be conducted in accordance with the published agenda. Items of an urgent nature (whose subject is covered under paragraph 8 below) but which are not on the agenda may be admitted at the discretion of the Chairman, and by resolution of the committee.
5. The business of any meeting will be minuted and reported to the Trustees for ratification.
6. Estimates of expenditure for any financial year shall be agreed by the committee and a request for financial support shall be submitted in writing to the Clerk in accordance with Town Council Standing Order 44.
7. The committee may resolve expenditure for approved budget items and, up to a limit of £500, for any single unbudgeted item without further reference to the Trustees provided that such expenditure does not cause the approved budget to be exceeded. Recommended expenditure in excess of this limit shall be minuted and will be referred to the Trustees for approval.
8. The Committee shall be responsible for conducting and regulating the affairs of the Museum under the strategic direction of the trustees and in accordance with appropriate regulations.