**5. Architecture and Planning Committee.**

**5.1. The Trustees agreed in June that the Architecture and Planning Committee is to be responsible for supervising the Trust’s involvement in Architecture and Planning issues in the World Heritage City of Bath with its Environs, including green belt, traffic, renovation grants and awards. It is recommended that the Board delegates to this Committee the following powers and duties:-**

5.3. Appoint Committee members who are not Trustees

5.4. Receive a monthly report on planning and listed buildings applications and authorise the submission to the Council of any comments or objections.

5.5. Recommend the annual Committee budget to the F & GP Committee, and monitor the observance of the approved Committee budget.

5.6. Approve a quarterly report on the exercise of the Committee’s delegated powers for submission to the Board of Trustees.

5.7. Approve a grants programme, including Renovations Grants and Awards and approve all grants exceeding £2,000, provided funds are allocated for that purpose in the Committee’s approved annual budget.

5.8. Appoint any sub-committees, or working groups to report to the main Committee.

5.9. Participate in the appointment the Trust’s Conservation Officer.

5.10. Authorise the representation of the Trust at public inquiries, provided adequate funds for that purpose are provided for in the Committee’s approved annual budget.

5.11. Recommend to the F &GP Committee any variation of the delegation to the staff, of the Committee’s powers and duties.

**6. Delegations to Chairmen**

6.1. It is recommended that

1. **the Board Chairman** and in his absence his deputies, be authorisedto commit expenditure and sign cheques and authorise bank transfers, provided that sufficient uncommitted funds are available and allocated for that purpose in the Trust’s approved budget.
2. **the Board Chairman, the** **Committee Chairmen** and in their absence their deputies be authorised, in an emergency, to take decisions within the respective Board and Committee powers provided that the subsequent approval of the Board or Committee is obtained at the next available meeting.

**7. Delegations to Staff**

**7.1. It is recommended that the Board and each Committee where relevant, delegates to staff the following powers and duties:-**

* 1. **to the Trust’s Director, authority to:-**
1. commit expenditure, sign cheques and authorise bank transfers for individual sums not exceeding £1,000, and
2. to commit expenditure and sign cheques and authorise bank transfers in excess of £1000, provided it is also signed by or the prior written authority is obtained of the Board Chairman or in his absence, one of the Board’s Deputy Chairmen,

provided that in every case under a & b above, sufficient uncommitted funds are available and allocated for that purpose in the Trust’s approved budget.

**7.3. to the Trust’s Director, authority to** transfer money between budget allocations, up to a maximum of £1000 in any individual case, provided the Director is satisfied that such transfer will not prejudice the purposes for which the relevant budget allocations were approved.

**7.4. to the Trust’s Director, authority to** appoint staff to vacant posts, in consultation with the Board Chairman, and the relevant Committee Chairman.

**7.5. to the Trust’s Curators, authority to:-**

commit expenditure on the maintenance or enhancement of the Trust’s collections up to individual sums not exceeding £1000 provided that in every case sufficient funds are available and allocated for that purpose in the Trust’s approved budget.

**7.6. to the Trust’s Conservation Officer, authority to:-**

submit comments and objections to the Council on planning and listed building applications when the time limits make it impossible to seek the Committee’s views, provided the Architecture and Planning Committee Chairman or deputy Chairman supports the comments and objections.