



SPAB Mills Section: Summary Terms of Reference and Rules of Operation for Committee Members

1. Status

The Section operates as an integral part of the Society for the Protection of Ancient Buildings ('the Society') and within its charity registration. Its activities and finances are the legal responsibility of its trustee body, the Executive Committee.

2. Objectives

The Mills Section supports the fulfilment of the Society's objectives according to the principles of the Manifesto of 1877 in promoting, assisting and encouraging the preservation, repair and recording of mills in the United Kingdom. To do this, the Section endeavours to promote and extend knowledge and operation of mills by:

- holding meetings, visits, seminars and other activities for members and others
- encouraging traditional milling practice
- publishing relevant material
- providing technical advice
- providing grants for repair or restoration from the Mills Repair Fund
- other actions that the Section Committee considers will serve to further these objectives

3. The Mills Section Committee's Role

The work of the Section is managed by the Section Committee, whose role is:

- to act as the Society's expert body concerned with all aspects of the conservative repair of mills
- to deal with, on behalf of the Society, the statutory and other consultations in respect of mills, and investigate and comment on mills at risk
- to undertake a programme of work and activities aimed at the furtherance of the objectives defined above. This may include the offering of technical advice on mills in various forms; the writing and production of SPAB publications on mills and related aspects of milling and millwrighting, and contributions to external publications; the discussion of technical issues arising from new products, services and techniques that affect mills; and the running of courses, seminars and conferences on mills
- to contribute to discussions about the strategic direction of the Society from the point of view of the Mills Section
- to offer grants to mills from the Mills Repair Fund, subject to agreed procedures
- to give advice, support and direction to the Section's staff
- to arrange meetings, lectures, visits and other activities for members of the Section
- to publish *Mill News* and maintain the Section's presence on the Society's web site

- to organise the annual National Mills Weekend
- to award plaques, certificates and other means of recognition for outstanding contributions to the repair or preservation of mills
- to liaise with local and national government bodies and other organisations and societies on matters relating to mills
- to encourage the training and work of professional millwrights who support the Society's principles
- to ensure that the Section's reputation and effectiveness continues to be at the heart of the Society's work
- to carry out such other actions that the Section Committee considers will further the objectives of the Section.

4. Committee Membership

Membership

The Section Committee may consist of a maximum of twelve elected members of the Section and up to four co-opted members.

Meetings

The Section Committee meets on at least four dates in each financial year; these meetings are currently held in London in February, May, August and November and last all day. Meetings are confidential. Minutes and Actions are circulated, and regular progress updates are exchanged. The Chairman is entitled to call a special meeting of the Section Committee should he or she consider it necessary for any reason.

In the event of a member of the Section Committee failing to attend three consecutive meetings of the Section Committee without valid reason being given, the Section Committee may declare the seat vacant.

Term of Election

An elected member of the Section Committee may serve for three years, or for such shorter period as may be required when filling a vacancy. They will be eligible for re-election and may serve for a maximum period of nine years, after which they will be ineligible for election for one year.

Expenses

There is no remuneration for being a Committee member. Reimbursement of travel expenses to attend committee meetings may be reimbursed – currently this extends to cover 80% of the total cost incurred, up to a maximum value of £80 per meeting. The Section Committee may authorise the reimbursement of other expenses incurred by any person on the business of the Section