

Helensburgh Outdoor Museum Design Panel

Terms of Reference

The Helensburgh Outdoor Museum Design Panel was set up by the Helensburgh and Lomond Area Committee.

Role

The role of the Design Panel is:

- To consider, and make recommendations on applications from individuals and organisations for new artworks for inclusion in the Outdoor Museum collection

Remit

The Design Panel has the authority to:

- To consider and determine requests for grants of up to £500 for the design of artworks
- To consider and determine requests for grants of up to £3000 for the total costs of the design, development, fabrication and installation of artworks
- To review and determine initial proposals/ applications for funding, allocation of plinth and /or installation of art works
- All applications will be assessed using the criteria contained in the Outdoor Museum Arts Strategy Guidance Note of April 2024
- In instances where a clear decision cannot be agreed upon, then this will be passed to Area Committee for decision.

Membership

- Membership of the Design Panel has been agreed by the Helensburgh and Lomond Area Committee, to include:-
 - The Chair and Vice Chair of the Helensburgh and Lomond Area Committee
 - Representatives from local organisations and community representatives with experience in the arts, culture and heritage disciplines
- The Design Panel can also appoint advisers who have expertise in:-
 - Recording stories – and also sayings in the local vernacular, relating to geography, history, oral tradition
 - The production and fabrication of finished art works as part of the initial development of the Outdoor Museum

Meetings

Chair

- The Chair and Vice Chair of the Design Panel will be the Chair and Vice Chair of the Helensburgh and Lomond Area Committee respectively.

- The Chair, or in their absence, the Vice-Chair shall preside over the meeting. If both are absent, members of the Panel will choose a member from the group to preside.
- Members should respect the authority of the Chair who will decide matters of order, competency, relevancy and urgency.

Quorum

- The quorum for a meeting will be 3.
- If a quorum is not present within 10 minutes of the scheduled start of a meeting or if at any point after a meeting has commenced attendance falls below the quorum the meeting will be declared inquorate.
- If a quorum is not present, at the Chairperson's / Vice-Chairperson's discretion, the meeting shall proceed and any decisions taken will be homologated at the next meeting.

Frequency of Meetings

- The Design Panel will meet four times per calendar year and until such time as the funding has been exhausted.

Conduct of Meetings

- Members must declare any personal interest in any agenda item at the start of a meeting and take no part in the consideration of the relevant item.
- All meetings will be minuted and a minute made available.

Decision making

- All members of the group have equal status.
- Each member has one vote.
- The Chair retains the casting vote.
- All decisions must be clearly minuted with a brief summary of the discussion and reason for decision recorded as well as the outcome.
- Observers and persons attending the meeting in an advisory capacity may provide information but are not part of the decision making process and are not able to participate in a vote.
- The Design Panel can decide, via email, on requests to adjust the approved grant amount—whether increasing or decreasing it—provided that the total grant falls within the 50% match funding criteria of the total project costs.

Support

The Design Panel will be supported by:

- A Lead Officer, Argyll and Bute Council Development Officer, to facilitate and promote the smooth operation of the Design Panel

Issue of Papers

- The agenda and papers for the Design Panel will be issued 7 days prior to the meeting.
- The Chair can agree to accept late papers.

Design Panel Terms of Reference – March 2024