

Terms of Reference Town Hall Committee

1. Membership

- a. The Committee shall comprise of no fewer than 6 councillors approved at the Annual Meeting of the Town Council, plus, the Mayor and Deputy Mayor.
- b. The Committee will approve a Chair at its first meeting of the Council year.
- c. The Committee will normally meet once every two months.
- d. The committee can co-opt up to three members from interested groups.
- e. Councillors not on the Committee may attend BUT do not have a vote and cannot speak on an agenda item unless approved by the Chair.

2. Quorum

- a. A quorum of the Committee shall be no less than three members (in accordance with standing orders).
- b. If the number of councillors present and can vote falls below three then the meeting shall be adjourned, and the business completed at the next Council meeting or committee meeting.

3. Notice of Meetings

- a. The Town Clerk will call an ordinary meeting of the Committee every two months or at such time agreed with the Chair.
- b. The agenda and supporting papers will be available at least three clear days before the date of the meeting on the notice board at the Town Hall and the Town Council's web site.
- c. Extra ordinary meetings can be called by the Mayor of the Council at any time.
- d. If the Mayor of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors - any two councillors may convene an extraordinary meeting of the Council.
- e. The public notice for an extraordinary meeting giving the time, place and agenda shall be signed by the two councillors and the three clear day rule must be followed.

4. Minutes of Meetings

- a. Every meeting of the Committee will be minuted and agreed by the Committee at its next meeting.
- b. Minutes marked DRAFT will be published on the website within 7 working days of the Committee.

5. Areas of Responsibility

- a. To prepare and recommend an annual budget to the Finance and Governance Committee.
- b. To review, at least annually fees and charges for the Town Hall and estimated income expected from these charges for inclusion in the revenue budget.
- c. In line with delegations approved under the standing orders and financial regulations, manage, and approve spending set out within the annual budget.
- d. Any request to incur expenditure more than the budget must be referred by the Responsible Financial Officer to the Finance & Governance Committee and then if required in accordance with the financial regulations to full Council for approval.
- e. The Committee will seek to maximise revenue from hire charges, having regard to the community use of the building.
- f. Regularly review, at least every three years, the terms and conditions of hire

- g. To ensure that the Town Hall building, fittings, and furnishings are maintained to a standard that at least complies with all legislation relating to public buildings.
- h. To ensure that any work done on the Town Hall building, fittings and furnishings is consistent with its status as a grade 2* listed building and the principal public building in the town.
- i. To ensure that appropriate professional advice is taken before making decisions and/or recommendations.
- j. Seek grants to fund works when available.
- k. Look to pursue energy efficient solutions for heating and lighting of the Tiown Hall
- l. To recommend capital schemes to Council.
- m. To consider recommendations from sub-committees or working groups on recreational matters where applicable.
- n. Consider and make representations to other bodies on any matter or document that may affect the Town Council from a Town Hall perspective.

6. Delegations

- a. For the Committee to make resolutions (rather than recommendations) to the full council, if any decisions involving spend fall within the scope of the annual budget. All such resolutions will be minuted and reported at the next full council meeting.
- b. Where the need to spend on an item is not identified in the annual budget the Committee may transfer up to [£3,000] for other underspent budget(s) provided the overall annual budget for the Committee is not exceeded. All such resolutions will be minuted and reported at the next full council meeting.
- c. Where an urgent response is required in an area delegated to this Committee, the Chair plus another Committee member and the Town Clerk may take appropriate action provided a written report is submitted to the next Committee or Town Council meeting and any spending is within the Leisure & Amenities Budget including ear marked reserves.
- d. In an emergency the Chair, one other Committee members and the Town Clerk may approve spending up to £3,000, without reference to the Town Council provided the matter is reported to the Committee or Town Council, in writing, at the next meeting.

Reviewed at a meeting of the Committee held on the 4th July 2023.

Cathy Kennedy
Town Clerk
July 2023