

Terms of Reference: Town Hall Committee

Membership:

The Committee shall consist of no fewer than 6 elected Councillors, including the former Mayor, the Mayor, and Deputy Mayor, appointed at the Annual Council Meeting.

Meetings:

The Committee will convene once every month.

Quorum:

A quorum shall consist of no fewer than three members, in accordance with standing orders.

Responsibility:

The Town Hall Committee is appointed by and is solely responsible to Cowbridge and Llanblethian Town Council.

The Committee's powers and duties are defined and agreed upon by the Full Council, which retains the authority to modify them at any time.

Professional Guidance:

The Committee may seek guidance from professionals to assist in its deliberations.

Sub-committees and Working Groups:

The Committee is empowered to constitute sub-committees and working groups to study any aspect of its sphere of activity.

Duties & Functions:

- Ensure compliance with legislation regarding public buildings in maintaining the Town Hall building, fittings, and furnishings to a standard.
- Ensure that all work on the Town Hall adheres to its status as a grade 2* listed building and the principal public building in the town.
- Ensure compliance with legal duties when appointing contractors, with particular attention to Health and Safety matters.
- Ensure value for money and a standard of finish consistent with the building's status in all work undertaken.
- Seek appropriate professional advice before making decisions, potentially involving non- Councillors on sub-committees.
- Recommend necessary expenditure outside the agreed budget to the Council.
- Seek and access grants where available.

- Ensure efficient energy use within the Town Hall.
- **Oversee marketing of the Town Hall.**
- Optimise procurement of utilities for the Town Hall.
- Maximise revenue from room hire to the community and companies, subject to suitability of use.
- Establish and regularly review Terms and Conditions of hire, including charges.
- Ensure exemplary accessibility for people with disabilities, including impaired mobility, sight, hearing, and dementia.
- **Recommend an annual budget to the Full Council.**

Delegated Powers: The Committee has the authority to proceed with expenditure within the annual budget and must report progress at each Council meeting. The Council may revoke these delegated powers if budget control is deemed inadequate.

Decision-Making: All other decisions must be presented to the Full Council as recommendations.

Adopted:

Date: