# Terms of Reference – Halls Committee.

Members shall comprise of five Parish Councillors who will be appointed each year at the Annual Parish Council meeting.

Quorum for the Hall Committee shall be three members with one officer in attendance. The officer is the Parish Clerk who will minute the meetings.

The Chair and Vice Chair of the Halls Committee shall be decided by the Chair of the Parish Council.

The Halls Committee shall meet at least once a year and then as and when required.

The agenda is to be prepared by the Clerk in conjunction with the committee Chair and will be displayed no later than three working days before the date of the meeting.

## Purpose.

1. Advise and make recommendations to the Parish Council on any matters relating to halls.
2. Recommend to the Parish Council’s Finance Committee an appropriate budget provision for, the current and coming financial years, for items within the committees remit.
3. To consider and make decisions on any matters affecting the halls within the exception of items clearly excluded under section 2 below.
4. To exercise the powers delegated to the committee on behalf of the Parish Council as set out in section 2 below.
5. To carry out hall inspections, looking at:

* Cleanliness
* Decorative order
* State of repairs
* Security and Health and Safety Issues.

1. To investigate and endeavour to resolve any complaints from hall hirers and visitors.
2. In consultation with the RFO, shall monitor that actual income and expenditure is in line with the budget approved by the Parish Council.
3. Review the tariff for hall hirers periodically.
4. Consider the medium/long term development of the halls and submit to the full Council any recommendations or issues.

## Delegated Authority.

### For Decisions on Behalf of the Parish Council.

Concerning the detailed operation and management of the halls, but excludes final decisions on:

* Major improvements to the halls.
* Situations where a dispute between the committee and a visitor/ hall hirer has not been resolved by the committee and the Councils complaints policy is activated.

### To Incur expenditure on Behalf of the Parish Council.

On items of a routine and repetitive nature, which have already been accounted for within the agreed budget or were a previous minuted decision of the Council whilst being in accordance with the Financial Regulations. The Clerks emergency power for expenditure may be utilised in emergency situations of a maintenance or a Health and Safety nature.