

## **SHAVINGTON-CUM-GRESTY PARISH COUNCIL**

### **VILLAGE HALL MANAGEMENT COMMITTEE**

#### **TERMS OF REFERENCE**

1 The Village Hall Management Committee is a Committee of the Parish Council (under S.101 of the Local Government Act 1972).

2 The Committee shall operate within the Parish Council's Standing Orders and Financial Regulations.

3 The Committee shall be a Standing Committee (to be re-appointed at the Annual Meeting) comprising five parish councillors and up to two non-Parish Council (non-voting) members.

The Committee shall have the power to co-opt the non-Parish Council members of the Committee at its first meeting following the Annual Meeting of the Parish Council.

4 The Committee shall elect its own Chairman at its first meeting following the Annual Meeting of the Parish Council.

5 The quorum shall be three parish councillors.

6 Number of meetings in an ordinary year: four times at intervals of between two and three months, and others as appropriate and as determined by the Committee.

7 Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.

8 Minutes of the Committee meetings shall be prepared by the Clerk and submitted to the next Committee meeting for approval. The draft minutes shall be submitted to the Parish Council for information.

9 The Committee shall be responsible for -

- The day-to-day running and maintenance of the Village Hall and making recommendations to the Parish Council as and when appropriate;
- Consideration of information in respect of capital projects at the Village Hall (major and minor) including inviting and considering quotations for such work. The Committee shall NOT have the power to make decisions on such matters but will make recommendations to the Parish Council.
- The Committee shall consider the level of hire fees, annually, and make recommendations to the Finance Committee and/or the Parish Council in respect of any proposed changes.

(The decision as to whether this is referred to the Finance Committee or the Parish Council will be dependent upon the timing to ensure that such matters are addressed as part of the budget.)

10 Powers:

The Committee shall have delegated authority to spend within its authorised annual budget for interior and exterior maintenance, without reference back to the Parish Council, save where the

spend is in excess of £500 in a single month. In these circumstances, a recommendation would be made to the next meeting of the Parish Council.

11 Urgent Business:

Urgent business which must be addressed before the next meeting of the Committee, or the Parish Council, may be dealt with by the Clerk, in consultation with either the Chairman of the Committee or the Chairman of the Parish Council, whichever is appropriate, in accordance with Regulation 4.1 of the Financial Regulations.

12. Terms of Reference for the Committee shall be reviewed at the Annual Meeting of the Parish Council, and the Committee itself shall make recommendations for change, as and when considered appropriate.