

GLEN PARVA PARISH COUNCIL

GLEN PARVA WAR MEMORIAL HALL MANAGEMENT COMMITTEE

TERMS OF REFERENCE

MEMBERSHIP

- Each Councillor will be a member of either the Policy & Resources Committee or the Planning, Leisure & Environment Committee or the Memorial Hall Management Committee. This will not exclude members who may wish to serve on more than one committee.
- The Chairman and Vice Chairman of the Council shall automatically be members of the Committee.
- Council members who are regular users/hirers of the Hall would not normally be a member of this Committee
- The Committee shall be appointed at the Annual meeting of the Parish Council.
- The Chairman and Vice Chairman of the Committee shall be appointed at the first Committee meeting held following the Annual Parish Council meeting.
- All members shall comply with the Code of Conduct and Council's Standing Orders.

QUORUM

- A quorum will be three members.

MEETINGS

- The Committee shall meet monthly unless otherwise agreed by the Council/Committee.
- Hirers/Users of the Hall may be invited to attend Committee meetings for specific issues and have no voting rights.

TERMS OF REFERENCE

- Ensure the efficient operation and management of the Hall.
- Consider health and safety issues in relation to the use of Hall.
- Review Booking Conditions and Use of Hall
- Ensure all insurance requirements and liabilities are complied with.
- Consider all aspects of repairs and maintenance
- Review staffing requirements
- Review storage requirements
- Review all charges on an annual basis.
- Liase with Library about joint issues.
- Liase/consult with hirers/users of the Hall
- Arrange running of community/Council events
- Review security of the building.
- Consider car parking issues
- Arrange publicity and marketing.
- Review budget on a quarterly basis including income and expenditure.
- Make recommendations to the full Council
- The Committee may be authorised with power to act for a specific matter on a specific occasion by the full Council.

DELEGATED POWERS

- Committee to have delegated powers for all above Terms of Reference items, with exception of those with financial implications.

JS

June 2014