

COMMUNITY HALL COMMITTEE TERMS OF REFERENCE

The purpose of the Committee is to advance the Parish Council's objective to provide a Community Hall to replace the existing Hall.

COMPOSITION – Five elected members (voting), all other Councillors are non-voting members.

CHAIRING – Chair and Vice-Chair to be elected from the members of the Committee at the first meeting in each Council year.

QUORATE – The quorum will be three members.

REPORTS TO – Parish Council.

ADMINISTRATION – Local Government Act 1972/Local Government Act 1999.

LEGAL STATUS – Public, in accordance with the Parish Council's Standing Orders and Financial Regulations.

Terms of Reference & Matters Delegated to the Committee:

1. Members of the Committee, will meet as planned by the Committee, but the meetings will be published by the Clerk in the same manner as the Council meetings and an agenda posted in the same manner. The regularity of the meetings will be deemed by the Committee dependent on the work load and actions required by the Committee.
2. At the first meeting of the Committee after the Annual Meeting of the Parish Council before proceeding to any other business the Committee will elect a Chair and Vice-Chair for the forthcoming year. The Chair and Vice-Chair may be re-elected.
3. There will be, during each Committee meeting, 15 minutes public session with members of the public being able to speak and ask questions concerning the business of the Committee in accordance with the Standing Orders and Financial Regulations. During Committee meetings members of the public may speak at the discretion of the Chair.
4. The Committee will submit its minutes to be received at the next meeting of the Parish Council.

5. The Clerk to the Council shall provide administrative support for the Committee.
6. Authorisation of expenditure within its budget shall be delegated to the Committee, provided that the payment is made from a budget that is within the limits previously approved by the Council. The Committee cannot commit or spend from future budgets not confirmed or from future years.
7. The Committee is limited to a maximum spend per calendar month of £10,000. The Committee will consider and submit to Full Council estimates of expenditure on continuing services.
8. Decisions delegated to the Committee to include such matters as shall be reasonably required to give effect to the objectives set out above or other such matters specifically directed by the Parish Council.
9. Proposals which involve any change in the existing policies already approved by the Council shall be submitted to the Full Council for approval.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.