

Terms of Reference – Halls Committee

Constitution:

The constitution of the Committee will be a maximum of 6 Members of the Council. The Chair and Vice Chair are ex-officio members of the Committee. The Committee shall be responsible for the election of the Chair and Vice Chair at the first meeting held following the Annual Meeting.

Attendance at Meetings:

All members of the Community Council may attend all meetings of the Halls Committee and speak with permission of the Chair, but are not entitled to vote.

Quorum of Committee:

The quorum of the Committee will be three (3) members as per the Standing Orders.

Purpose of the Halls Committee:

- To consider all community events that the Council wish to hold and promote during the year and submit recommendations to Full Council for resolution.
- To confirm arrangements for each event and provide recommendations and updates to Full Council.
- Any urgent issues that need to be addressed, that cannot be agreed due to time constraints are to be agreed by the Clerk/RFO following consultation with the Council Chair.
- To make recommendations in relation to the maintenance and upkeep of the Community Hall and its grounds for resolution by Full Council.
- Committee Members will be involved in the organisation and running of events to ensure their success.
- To ensure that risk assessments have been completed and all health and Safety requirements are met.