

# **TIBSHELF PARISH COUNCIL**

## **VILLAGE HALL MANAGEMENT COMMITTEE**

### **TERMS OF REFERENCE**

#### **1 OBJECTIVES**

To consider issues relating to the management of the Tibshelf Village Hall.

#### **2 MEMBERSHIP**

- 2.1 The Group shall comprise up to seven elected members who will be appointed annually at the Annual Parish Council meeting in May of each year.
- 2.2 Any outside bodies with an interest in the Tibshelf Village Hall shall be invited to appoint 1 representative each to sit on the Committee.
- 2.3 If a named representative of the outside body is unable to attend a meeting, a substitute representative may attend subject to the terms of this Constitution.

#### **3 OFFICERS**

- 3.1 At the first meeting in each municipal year a Chair and Vice-Chair shall be appointed from among the Group.
- 3.2 The Chair and Vice-Chair shall be appointed from elected councillors only.

#### **4 MEETINGS**

- 4.1 There shall be 6 meetings each municipal year and these shall be arranged and published at the Annual Meeting of the Parish Council in May of each year.
- 4.2 Additional meetings may be called with the agreement of the Chair.
- 4.3 Each meeting will include the following standing items:
  - Financial Report.
- 4.4 A minimum of three members shall constitute a quorum.
- 4.5 Minutes shall be approved by the committee as a true record at the next meeting and signed by the Chair.

#### **5. POWERS OF THE COMMITTEE**

- 5.1 The Committee is delegated with the power to consider issues relating to the management of Tibshelf Village Hall.

5.2 The Committee is delegated with the power to make decisions within the Village Hall budget as per the following Financial Regulation:

- the Full Council for all items over £5,000
- a duly delegated committee of the council for items over £1000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000.

Any decisions made will be taken to the next full council meeting for noting.

5.3 The Committee may decide to organise events, but when doing so must give full consideration to health and safety and insurance requirements.

## **6. VOTING**

6.1 Ex-officio members shall be full voting members.

6.2 A member of the Council who is not appointed to a committee is free to attend a meeting of that committee as would a member of a public. He has no right to participate in the meeting unless a member of the public also has the same rights (see paragraph 23 of LTN 1(Council's powers to discharge their functions)).

6.3 Most non-councillor members of committees and sub-committees do not have voting rights (by virtue of s. 13 of the Local Government and Housing Act 1989). However, by virtue of Article 3 of The Parish and Community Councils (Committees) Regulations 1990 (SI 1990/2476), non-councillor members of committees do have voting rights in respect of:

- the management of land owned or occupied by the council;
- the functions of the council as a harbour authority (as defined in s. 57(1) of the Harbours Act 1964);
- any function under s. 144 of the 1972 Act relating to the promotion of tourism; and
- any function under s. 145 of the 1972 Act relating to the management of a festival.

6.4 Non-councillor Members of the Village Hall Management Committee may vote on all issues relating to the management of the Tibshelf Village Hall.

Reviewed and agreed at Full Council meeting 18/07/2023. Minute no. 0723/3066

Reviewed and agreed at Full Council meeting 21.05.2024. Minute No: 0524/3378