



# MARKYATE PARISH COUNCIL

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## TERMS OF REFERENCE FOR HALLS COMMITTEE

### Premise

The purpose of this committee is to take overall responsibility for the Village Hall and Y2K Hall areas of Parish Council business. These areas may be modified from time to time by a meeting of the Full Council.

The committee structure is designed to enable council business to be more easily conducted and discussed than could be achieved at a Full Council meeting. Where appropriate, this Committee will make Recommendations to Full Council and will abide by any decision there made.

### Membership

The committee shall comprise four appointed councillors with the Chair and Vice Chair of the Parish Council being ex officio members.

### Key Elements

In principle, the committee will be responsible for:

1. Hiring of Halls
2. Maintenance of Halls
3. General day to day running of the Halls
4. Miscellaneous

### Detail

The Committee will be responsible for holding a portfolio of items within each of the Key Elements. It is incumbent on the Committee to provide a watching brief on all items and make recommendations to Full Council on matters that may not be fully contained or fully defined within that portfolio.

The Committee has power, under Standing Orders, to Resolve issues of expenditure that are within the Agreed Budget for that Committee. Any proposed expenditure outside the Agreed Budget must be dealt with by a Recommendation to Full Council.

Items for discussion may be raised by any Councillor either through a meeting or via the Clerk's Office.

From time to time, it may be necessary for this Committee to discuss an item that has not been included in the Key Elements as defined to date. Such an item may subsequently have its responsibility assigned to this or another committee.

As defined with Standing Orders, this Committee may form Working Parties and Sub-Committees. All such Working Parties and Sub-Committees shall have membership open to all Councillors.

Defined items of responsibility are;

#### 1. Finance

- general finance matters including expenditure, investments and raising of funds

#### 2. Miscellaneous

- public utilities
- youth council

This policy will be reviewed every four years or earlier if so required by legislation or additional material.