

Teynham Parish Council

Community Hall Committee

Terms of Reference

These Terms of Reference are to be read on conjunction with Teynham Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

Purpose:

1. To consider all matters relating to the safe and effective operation, repair, maintenance and development of Teynham Community Hall.
2. To produce the budget required to implement any agreed actions under a) to be carried out by the Parish Council. This is to be made available at the appropriate time to the Finance and Standing Orders Committee for the preparation of the Parish Council's annual precept.
3. To operate the Community Hall in a proper manner using sound commercial practices ensuring that the running and maintenance costs are adequately covered. A separate bank account is to be maintained for these financial transactions
4. To ensure that the Community Hall, including its contents and grounds, is properly insured and that there is adequate protection against third party liability relating to the Hall, including its contents and grounds.
5. To set competitive fees for the hire and use of the Hall, including its contents and grounds, and to review them on a regular basis and to ensure that a record is kept of hirers and the fees that they are charged.
6. To consider quotations obtained in accordance with the Parish Council's Financial Regulations from energy suppliers, for the supply of electricity, gas and water and to decide on the best value.
7. To consider quotations obtained in accordance with the Parish Council's Financial Regulations from contractors for the repair and maintenance of the Community Hall, including its contents and its grounds, and to decide the best value.
8. To report regularly to the Parish Council on its finances and its activities.

Committee membership: At the Annual Parish Council Meeting a minimum of three members is to be elected onto the Committee.

Quorum: The quorum of the Committee shall be two members.

Review: These Terms of Reference are to be reviewed annually following the Annual Parish Council Meeting.