

COMMUNITY HUB MANAGEMENT COMMITTEE

TERMS OF REFERENCE

AIMS

To promote the use of the Hub as a centre for use by local people, organisations and businesses. To ensure the Hub is an accessible, safe location. To encourage use of the Hub for activities aimed at increasing community links and overcoming social isolation.

MEMBERSHIP

- 5 Councillors
- Up to 3 other people may be co-opted who have an interest in the building. These members will not have voting rights.
- The Chairman and Vice Chairman of the Council shall automatically be members of the Committee.
- The Committee shall be appointed at the Annual Meeting of the Council.
- The Chairman and Vice Chairman of the Committee shall be appointed at the first Committee meeting held following the Annual Meeting of the Council.
- All members shall comply with the Code of Conduct and Council's Standing Orders.

QUORUM

- A quorum will be three members.

MEETINGS

- The Committee shall meet monthly unless otherwise agreed by the Council/Committee.
- Hirers/Users of the Hall may be invited to attend Committee meetings for specific issues and have no voting rights.

RESPONSIBILITIES

- To ensure the efficient operation and management of the Hall, including to
 - Consider health and safety issues in relation to the use of Hall.
 - Review Booking Conditions and Use of Hall
 - Ensure insurance requirements and liabilities are complied with
 - Consider aspects of repairs and maintenance
 - Review staffing requirements
 - Review storage requirements
 - Review charges on an annual basis.
 - Liaise/consult with hirers/users of the Hall
 - Review security of the building.
 - Consider car parking issues
 - Arrange publicity and marketing.
 - Review budget on a regular basis including income and expenditure.
 - Make recommendations to the full Council
- The Committee may be authorised with power to act for a specific matter on a specific occasion by the full Council.

DELEGATED POWERS

- Committee to have delegated powers for all the above items
- Committee to have a budget allocated annually
- Authorised to spend up to £500

REPORTING

- To report to full Council monthly

Terms of reference reviewed and adopted by Steeton Parish Council at a meeting of the Council on 6th May 2020.