



Parish Hall Committee Terms of Reference

Members

- Membership shall consist of five Council members who shall be appointed at the Annual Council Meeting.
- The Chairman and Vice Chairman of the Committee shall be appointed at the Annual Council Meeting.
- Councillors may join in the year if authorised by the Council
- Three members of the Committee shall constitute a quorum for meetings.

Expectations

- The committee members will keep abreast of national and local development and legislation and are encouraged to attend training sessions and forums.

Frequency of Meetings

- Twice a year or otherwise as determined by the committee. However the chairman can refer business to the Finance General Purposes Committee if this is necessary.

Delegated Powers

1. Consider the maintenance required for the parish hall
2. Develop and obtain estimates for projects.
3. Develop a plan to reduce the carbon emissions of the parish hall taking account the recommendations of the inspector who provided the energy certificate in 2018.
4. Monitor hiring's and consider action to promote hiring's. This should include the value of Sunday opening and the cost of weekend caretaking.
5. Advise on the terms and conditions for hiring and use of the parish Hall --the rooms, the kitchen, the stage, the attic, the lighting bar, the heating and cooling systems.

6. Consider the implications of developments on other community halls in Great Baddow.
7. Formulate a budget for income and expenditure and submit it via the Finance and General Purposes committee to the Council for the forthcoming financial year.
8. Be responsible for overseeing the Council's Health and Safety Policy in all the areas the committee manages and controls.
9. Be responsible for the review of the risk Assessments for all the areas the committee manages and controls.