

# Market Hall Management Committee Terms of Reference

## Prime Objectives

To manage the Market Hall proactively and efficiently, in accordance with the charitable trust purposes, on behalf of the Council as Trustee.

To market and publicise the Hall, maximise usage and income, and provide a safe and attractive venue for its diverse users.

To improve the Hall, attract financial support for improvements, and manage and oversee any capital project.

## Membership and Frequency of Meetings

The Committee comprises 5 voting members of the Town Council and up to 4 non-councillors. The Quorum for this Committee shall be 3 council members.

Members of the public may be asked to report on an item to this committee.

The Market Hall Management Committee will meet 6 weekly as required based on the business to discuss.

## Delegated Business

The Committee has delegated authority and responsibility to deal with the following matters to conclusion, including spending within its approved budget:

### FINANCIAL & STATUTORY MATTERS

- Develop the following year budget for submission to the Trustee for approval.
- Ensure that all reports and returns required are compliant and sent in a timely manner to the Charities Commission.
- Regularly review the performance of income and expenditure against budget.
- Approve capital item costs in budget or draw up funding requests and submit to the Trustee.
- Consider and draw up plans for the development of the Hall to ensure a viable business, making recommendations to Council as Trustee so that Council funds are allocated.
- Determine partnership and external funding possibilities for the future.
- Consider arrangements for the governance and management of the Hall, including the involvement of community stakeholders, and make recommendations.

### BUILDING MAINTENANCE AND USE

- Ensure that the Building and its environs are properly maintained, organising repairs and maintenance and statutory certification as required.
- Develop and regularly review the terms of Hire and the charging rates and that Hirers act in accordance with terms and conditions. Submit proposed changes to the Trustee as appropriate.
- To oversee and approve the program of activities and events.
- Organise effective publicity and marketing.

### GENERAL MATTERS

- Make any relevant recommendations to the Council as Trustee in relation to the status or activities of the Hall.
- Review any other item that the Trustee or Town Council deem appropriate.

Any proposed unbudgeted expenditure, in excess of £250, will require approval by the Trustee.

Adopted: \_\_\_\_\_