

TOWN HALL INCOME, FACILITIES & WELLBEING TASK GROUP

(Reporting to General Purposes Committee)

Terms of Reference v2

1 Sustainability

- 1.1 All sub-group decisions should consider the environmental impact on any recommendation decision made by the Council

2 Advisory Powers

To consider, work-up, keep under review and advise the General Purposes Committee and/or the Finance & Scrutiny Committee, as appropriate regarding:

- 2.1 The working environment and office facilities of the Council's administrative team;
- 2.2 The working environment and facilities of the Council's events team;
- 2.3 The facilities and equipment available for hirers of the Town Hall;
- 2.4 To undertake specific reviews in accordance with the above and seek specialist or professional advice when necessary;
- 2.5 To review security arrangements to safeguard staff and their personal property when the venue is open to outside organisations and members of the public;
- 2.6 To consider, if necessary, whether enhancing the Town Hall's existing office accommodation facilities, including an extension, would be cost effective, or whether external office accommodation should be sought;
- 2.7 To consider whether enhancing the Town Hall's existing facilities for hirers would be cost effective or whether to exclude certain activities within the Town Hall;
- 2.8 To identify suitable income streams for the Town Hall;

- 2.9 To consider the most appropriate and effective marketing and promotional material for the Town Hall, including social media campaigns;
- 2.10 To review potential cost saving initiatives, products or services at the Town Hall and undertake a specific cost analysis of running the Town Hall;
- 2.11 To review Town Hall income over expenditure;
- 2.12 To undertake a specific maintenance review and compile an ongoing Maintenance Schedule for the Town Hall which is sustainable and in accordance with the Town Council's fair trade ethics and objectives;
- 2.13 To undertake a specific Risk Assessment Management Review of Town Hall trading initiatives;
- 2.14 To undertake specific budget reviews in order to assist the General Purposes and Finance & Scrutiny Committee's overall budget deliberations;
- 2.15 To review its Terms of Reference at least annually.

3 Powers Delegated to the Town Clerk and Officers

- 3.1 The approval by the Town Clerk or Deputy Town Clerk of expenditure of £3,500 or less relating to any matter within the Town Hall Income, Facilities & Wellbeing Task Group's delegated responsibilities, providing it does not exceed the budget set down by the General Purposes Committee;
- 3.2 In the event that the budget is likely to be exceeded, the matter must be returned to General Purposes Committee for consideration in order to bring a recommendation to the Finance & Scrutiny Committee for a virement of funds.

4 Membership

- 4.1 Membership of the task group shall comprise no more than six members plus the discretionary, ex-officio attendance of the Mayor;
- 4.2 Membership shall be determined at the Town Council Meeting preceding Mayor Making except in an election year;

4.3 The Town Hall Income, Facilities & Wellbeing Task Group may co-opt non-voting members with relevant skills, experience and knowledge consistent with these Terms of Reference.

5 Quorum

5.1 The Town Hall Income, Facilities & Wellbeing Task Group shall be quorate when no less than three voting members are present;

5.2 If less than three voting members are present, the meeting shall stand adjourned unless, at the discretion of the Chairman, it be considered that the meeting should continue for information purposes only. No business will be transacted or vote taken.

6 Chairman

6.1 The Town Hall Income, Facilities & Wellbeing Task Group will elect a Chairman and Deputy Chairman from amongst their number in accordance with the procedure as specified in Council's Standing Orders;

6.2 If the Chairman is not present, the Deputy Chairman will take the meeting. If neither is present, members will elect a Chairman for the meeting from amongst their number, unless the Mayor is present when he/she would automatically take the Chair.

7 Clerking Arrangements

7.1 If available, the Town Clerk or Deputy Town Clerk will usually clerk the meeting but if unavailable, the Panel will ensure that appropriate clerking arrangements are in hand from amongst their number;

7.2 The Panel shall keep notes of its transactions either electronically or in hard copy.

8 Frequency and Timing of Meetings

8.1 The purpose of working parties (panels, forums, groups) is that meetings may be called at relatively short notice at any reasonable time in order that urgent issues can be

considered and business can be ongoing between Standing Committee Meetings;

8.2 A meeting may be held on any day of the week and at any reasonable time of day;

8.3 A meeting will be held as soon as a quorum is confirmed and cancelled or postponed if it is apparent in advance that the meeting will not be quorate.

9 Standing Orders

9.1 The Standing Orders of Council will generally apply but at the discretion of the Chairman, greater latitude will be permitted in order to allow members to fully discuss issues in a less formal or prescriptive manner.

Town Clerk

April 2020

Approved and Adopted Town Council 28.4.20