

**STOKESLEY TOWN HALL TRUST
TOWN HALL COMMITTEE**

Terms of Reference

The committee will consist of four members from the Trustees and three members from the Town Hall Management Committee. The quorum of the committee is three members from the Trustees and two members of the Town Hall Management Committee. The Chairman of the Town Hall Trust will be an ex-officio member of this Committee but will not have voting rights.

The Town Hall Committee will:

- Produce and review / amend, at least annually, the Town Hall Forward Maintenance / Improvement Programme.
- Agree and recommend an annual budget for approval by the Trustees, including room hire charges.
- Consider all new proposed items of expenditure.
- Be delegated powers to approve items of expenditure up to the cost of £2k that are included in the agreed Town Hall Maintenance / Improvement programme. Any items of expenditure of greater value are subject to approval by the Trustees.
- Develop and maintain a list of preferred suppliers / contractors for regular maintenance and improvement works.
- Consider and make recommendations to the Trustees on any proposed changes to the infrastructure of the building i.e. décor, art work, fabrics etc.
- Consider and, if appropriate, support promotional activities / events to support the Town Hall.
- Review Town Hall Trust financial performance against budget.

Membership of the committee will be reviewed annually at the Trustees meeting held in June and the Annual Meeting of the Town Hall Management Committee.

The committee will have power to elect one of the Trustees to the position of Chairman and one to the position of Vice Chairman. They will be elected at the first meeting following annual appointment of the committee.

The minutes from the Town Hall Committee meeting will be distributed to committee members for approval by e-mail so that the approved minutes can be presented to the next meeting of the Trustees for noting.

The committee will follow the rules for convening its meetings and taking minutes that apply to meetings of the Trustees, i.e. that 3 full days notice including Saturdays but not the day that the notice will be given ahead of the meeting, and the public will be invited to attend unless matters to be discussed are confidential.

The Parish Clerk will provide the secretariat service for these meetings.

Extraordinary meetings may be convened by the Chair without the usual notice period.