



Public Halls Committee

Terms of Reference

1. Membership of the Public Halls Committee shall be determined each year at the Annual meeting of the Council at which time the Chairman for the year will be elected.
2. At the first meeting of the Committee following the Annual Meeting of the Council a Deputy Chairman shall be elected.
3. The Committee will generally meet on a monthly cycle except during August and December with all meeting dates being confirmed by the Annual Meeting of the Council.
4. The minutes of the Committee are to be reported to and received by the Council at each meeting of Council.
5. The principle purpose of the Committee is to manage and maintain all public buildings in the Council's ownership.
6. The buildings under the responsibility of the Committee are:
 - The Avenue Pavilion
 - The Town and Festival Hall
 - Love Lane Pavilion
7. To approve quotations and estimates for work or projects within the revenue budget to be undertaken on or in any of the Council's buildings provided all costs remain within the budget approved annually by Council. All quotations or estimates in excess of the budget approved for the work by Council should be considered by the Committee with any recommendations being submitted to the Finance & General Purposes Committee for approval.
8. To consider quotations, estimates or tenders for all capital projects to be undertaken on or in any of the Council's buildings, submitting recommendations for approval to Council.
9. To produce a Policy Statement to be reviewed annually by the Committee.

10. To hold separate annual Users Meeting for the Festival Hall Users and Avenue Pavilion Users with the dates of such meetings being approved annually by the Committee.
11. To appoint Working Parties or Sub-Committees as considered appropriate, approving their Terms of Reference and Chairmen with all such Working Parties or Sub-Committees reporting back to the Public Halls Committee on a regular basis.