



GORFIN HALL MANAGEMENT COMMITTEE

Purpose: The Committee is responsible for developing budgets and appointing contractors in respect of all aspects of the upkeep and improvement of Gorfin Hall.

Membership: Four members + user representatives

Quorum: Three members

Power: Local Government (Miscellaneous Provisions Act) 1976, s. 19

Delegated Authority: Yes – expenditure on revenue items may be authorised up to the amount included for Gorfin Hall in the approved budget.

1. Terms

- 1.1. The Council's Standing Orders apply to all meetings of the Working Party.
- 1.2. The Working Party shall be appointed on an annual basis at the Annual Meeting of the Town Council.
- 1.3. The first order of business of the first meeting of the Working Party after its annual appointment will be to elect a Chairman.
- 1.4. The Chairman and Vice Chairman of the Council shall be Ex-officio, non-voting members of the Working Party.
- 1.5. The Working Party will meet twice a year. Additional meetings will be arranged as required.
- 1.6. Meetings shall not be open to the public unless the Committee feels it appropriate to include the press and public for specific items.
- 1.7. Members of the Working Party will receive an agenda and supporting papers in accordance with the Council's Standing Orders.
- 1.8. Notice of meetings and minutes will be published in accordance with the Council's Standing Orders.
- 1.9. Members of the Committee must be familiar with Exmouth's Town Council's current Climate Plan. The Climate Plan should be referenced as part of any decision-making process.

2. Responsibilities

- 2.1. To monitor the condition of the premises and exercise the delegated powers and duties of the Town Council to ensure it is: a) Clean and tidy b) In good decorative repair c) Secure d) Free of any obvious and significant health and safety hazards e) Used by

hirers in accordance with the terms and conditions of hire

- 2.2. To consider reports from users and hirers on any related issues and determine appropriate responses.
- 2.3. To implement relevant policies relating to the premises and, where appropriate, recommend amendments and new policies to the Town Council.
- 2.4. To suggest budget requests for revenue/capital expenditure for the next financial year and recommend these to the Finance Committee on dates to be agreed annually.
- 2.5. To propose, budget and obtain quotes for revenue/capital expenditure, subject to the annual budget and Standing Orders approved by the Town Council.
- 2.6. To examine and recommend to the Town Council any changes to the terms of hire.
- 2.7. To review, from time to time, the security and facilities of the hall and feed results into the Council's annual review of Risk Assessment and Insurance arrangements.

Adopted at Exmouth Town Council on 22nd May 2023