

MARKYATE PARISH COUNCIL



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Clerk to the Council: Mrs V Tilley

Terms of Reference – Halls Committee

Purpose

The purpose of this committee is to take overall responsibility for the Village Hall and Y2K Hall areas of Parish Council business. These areas may be modified from time to time by a meeting of the Full Council.

The committee structure is designed to enable council business to be more easily conducted and discussed than could be achieved at a Full Council meeting. Where appropriate, this Committee will make Recommendations to Full Council and will abide by any decision there made.

The Halls Committee is a Standing Committee of Markyate Parish Council.

Membership

Membership of the Halls Committee shall consist of a minimum of four members with the Chair and Vice Chair of the Parish Council being members to a maximum of ten, to include non-councillors. A Chair and Vice Chair of the Committee are to be elected annually by the Council and shall hold office until the next Statutory Annual Meeting of Markyate Parish Council.

The Standing Orders on the rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interest of members in contracts and other matters shall apply to committee and sub-committee meetings.

If the numbers of the Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned, and any business not transacted shall be transacted at the next meeting or on such other day as the Chair shall arrange.

3 Members of the Halls Committee will constitute a quorum.

Responsibility

In principle, the committee will be responsible for:

- Hiring of Halls
- General day to day running of the Halls
- Maintenance and Development of Halls Facilities
- Setting of rental rates
- Miscellaneous

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The Committee has power, under Standing Orders, to Resolve issues of expenditure that are within the limits agreed in the Financial Regulations. Any proposed expenditure outside these limits must be dealt with by a Recommendation to Full Council.

From time to time, it may be necessary for this Committee to discuss an item that has not been included in the responsibilities as defined to date. Such an item may subsequently have its responsibility assigned to this or another committee.

As defined with Standing Orders, this Committee may form Working Parties and Sub-Committees. All such Working Parties and Sub-Committees shall have membership open to all Councillors.

Meetings

Meetings shall be scheduled on the Meeting Dates list and called by the Chair of the Committee and the Clerk or Halls Administrator as and when deemed necessary.

Minutes of all meetings will be recorded by the Halls Administrator, or any member nominated at the meeting.

Review of Terms of Reference

These terms of reference are to be reviewed annually at the Statutory Annual Meeting of Markyate Parish Council.