WETHERBY TOWN COUNCIL

TOWN HALL MANAGEMENT COMMITTEE
Terms of Reference

1. Introduction

1.1 The Town Hall Management Committee is constituted as a Standing Committee of Wetherby Town Council. This standing committee can be dissolved by Full Council at any time.

1.2 This Committee has overall responsibility for the management of Wetherby Town Hall in accordance with relevant legislative requirements, regulations and guidelines.

1.3 The Town Hall Management has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference.

2. Membership

2.1 The Town Hall Committee shall consist of five Town Councillors to be elected annually at the Annual Meeting of the Town Council.

2.2 Members of the Committee shall include the Deputy Mayor (ex-officio) and any four other Councillors.

2.3 The Chairman and, if necessary, the Vice-Chairman are to be elected annually at the Annual Meeting of the Town Council and shall hold office until the next Annual Council Meeting.

2.4 Three members of the Committee shall constitute a quorum.

2.5 In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Town Hall Committee will be filled at the next meeting of the Full Council.

2.6 Substitutions are not permitted in the event of a Member's absence from a meeting of the Town Hall Committee.

2.7 Members shall, at all times, act in the best interests of Wetherby Town Hall CIO, representing the Town Council in its capacity as sole corporate trustee of the charity.

3. Meetings

3.1 The Committee will meet at least four times per year at regular intervals to be determined by the Committee.

3.2 Extra meetings may be called by the Council's officers as required.

3.2 Members will be summoned to attend meetings which will usually be held in Wetherby Town Hall. Non-Members of the Committee may attend in their capacity as a Councillor, but will have no more rights at Committee meetings than members of the public.

3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

3.4 The Town Hall Committee shall have an obligation to ensure that relevant parties are given an adequate hearing. Members of the public shall have the opportunity to speak at meetings in accordance with the Town Council's Standing Orders.

4. Documentation

4.1 The Town Hall Management Committee shall be administered and managed in accordance with these Terms of Reference, the Council's Standing Orders and Financial Regulations and Wetherby Town Hall CIO's constitution (appendix 1).

4.2 All Council policies will apply to this standing committee (unless amended by these terms of reference).

4.3 The Committee will provide a written annual report summarising work undertaken in exercise of its delegated powers for Wetherby Town Council and Wetherby Town Hall CIO's annual report.

4.4 Minutes of all meetings will be recorded by an Officer of the Council and circulated for approval at Full Council meetings.

4.5 All correspondence shall be conducted through an Officer of the Council.

5. Scope

5.1 The Town Hall Management Committee is established to manage, maintain and improve Wetherby Town Hall on behalf of Wetherby Town Hall CIO and Wetherby Town Council.

5.2 The Town Hall Management Committee's remit shall extend to:

5.2.1 Employment of staff to manage the Town Hall (in conjunction with the Town Council's Staffing Committee).

5.2.2 Ensuring that relevant policies, procedures and risk assessments are current and implemented / monitored.

5.2.3 Monitoring the condition of the building:

i. Ensuring that the building is in good decorative repair throughout.
ii. Ensuring that the building is kept in a clean and tidy condition.
iii. Ensuring that the building is secure.
iv. Considering and planning for the medium/long term development of the premises

5.2.4 Managing all the services and activities of the Town Hall in accordance with the Council's health & safety and safeguarding policies.

5.2.5 Reviewing the tariffs for hirers annually.

5.2.6 Dealing with any complaints in relation to the Town Hall, in accordance with the Town Council's complaints procedure.

5.3 The Town Hall Management Committee is responsible for drawing up, agreeing, implementing and reviewing a service level agreement between Wetherby Town Council and Wetherby Town Hall CIO for the funding and use of the building.

5.4 The Town Hall Management Committee may liaise with other agencies on matters of mutual interest.

5.5 The Town Hall Management Committee may appoint appropriate Sub-Committees or Working Groups to facilitate the work of the Committee. Appointed groups will report back to the Town Hall Management Committee.

5.6 The Town Hall Committee reserves the right to refer any decision back a meeting of Wetherby Town Hall CIO charitable trust for consideration as and when necessary and to make recommendations for consideration and approval.

5.7 Urgent business which needs to be attended to before the next meeting of the Town Hall Management Committee may be dealt with by the Town Clerk, or other officer of the Council, under authority already delegated to them.

6. Finance

6.1 The Town Hall Management Committee will decide its budget priorities and submit estimates of income and expenditure on continuing services and on capital account for the following year to the Wetherby Town Hall CIO charitable trust for approval.

6.2 Once approved, the committee will then take appropriate decisions regarding the spending of the budget and report as necessary to Wetherby Town Hall CIO.

6.3 The Town Hall Management Committee shall have the delegated power to incur expenditure for the management and maintenance of the facility or activities which fall within this Committee's terms of reference.

6.4 All financial transactions shall be undertaken in accordance with the Council's financial regulations. and be transacted through the designated bank accounts (accounts held with Unity Trust Bank in the name of Wetherby Town Hall CIO). Accounting records will be subject to Wetherby Town Hall CIO's usual audit and reporting requirements.

6.5 Members of this Committee shall be signatories on Wetherby Town Hall CIO's bank accounts.

7. Administration

The Town Hall Committee will appoint an administrator of the CIO and this will be the Town Clerk. Authorisation to be forwarded to the Charities Commission of such appointment. This will enable the Town Clerk to complete annual returns.

8. Review

8.1 The Town Hall Committee's Terms of Reference are to be reviewed annually at the Annual Meeting of Wetherby Town Council.

These Terms of Reference were reviewed by Dianne Rickaby, Town Clerk and RFO to the Town Council.

Signature Redacted.
Original can be viewed in the Town Council Offices, Wetherby Town Hall.

Signed: .....

Dated: 9.626 .....

These Terms of Reference were adopted by the Town Council at its meeting held on 14th June 2022 and reviewed at the ATCM on 12th May 2026.

Signed: .....

Signature Redacted.
Original can be viewed in the Town Council Offices,
Wetherby Town Hall

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Councillor Connor Mulhall, Mayor of Wetherby

Dated: .....09.06.2026.....

These Terms of Reference were subsequently reviewed, and approved without amendment by the Town Council on:

Date: **Signed by Chairman:**