

Cator Hall Management Committee

Terms of Reference agreed at meeting of 4th September 2024

Purpose.

- The purpose of the Cator Hall management committee is to execute the Parish Council strategic objective of providing a venue that is capable of hosting events, community activities, a community social space and a venue for private hire.
- The management committee will manage and implement the Parish Council's policies attaining to the use and hire of the hall, including that all terms and conditions are adhered to.
- The management committee will execute plans and manage day to day issues and customer relationships to provide an efficient and effective process on behalf of the Parish council.
- The management committee will be responsible for the lawful operation of any licences obtained by the Parish council, including licence to sell alcohol, broadcast television and performing rights society licences.
- The management committee will be responsible for the maintenance of the hall and for the recommendation of maintenance and development work to the Parish Council.
- The management committee will recruit and lead a team of volunteers to undertake events and activities within the venue.

Membership.

- The management committee will be made of a minimum of 50% members of the Parish council, with appropriately qualified volunteers making up the balance.

Meetings and minutes

- All meetings will have a published agenda and have full minutes, these will be shared as part of a monthly report to the parish council along with the monthly financial details.
- Meetings will be chaired by a parish councillor and a minimum of three members will be a quorum or which a minimum of 50% must be Parish Councillors.

Reporting/ Relationship.

- The management committee will manage the provide complete income and expenditure details and performance against budget comparisons monthly.
- The management committee will be operated as part of the Parish council to ensure the day-to-day management of the hall, its events and activities can be delivered in line with the parish council's direction and policies.
- The management committee will recommend strategic aims, policies, budgets and activities to the Parish council.
- The Parish council will have full oversight and authority over the Management committee.

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