**DRONFIELD TOWN COUNCIL**

**CIVIC HALL ADVISORY COMMITTEE**

**TERMS OF REFERENCE**

**Membership**

The Committee shall consist of five members of the Council. The Mayor and Deputy Mayor are ex officio members of this Committee.

**Chairman**

At the first meeting of the Committee after the Annual Meeting of the Council the first business will be to appoint a Chairman and Vice Chairman of the Committee.

**Frequency of Meetings**

Meetings will be held on an ad-hoc basis.

**Quorum**

A quorum at each meeting shall be 3 members.

**Staff Attendance**

The Town Clerk shall normally be required to attend all meetings. Other staff may, at the Chairman’s discretion or the Committee’s request, attend meetings as required.

**Terms of Reference**

The Advisory Committee is appointed to make decisions relating to the Civic Hall, not already being dealt with by other advisory committees, subject to budget and expenditure limits decided by the Council.

1. To ensure that Civic Hall is properly maintained and managed.
2. To ensure that all Civic Hall logistics and procedures are maintained.
3. To ensure that any matters relating to Civic Hall are dealt with quickly and correctly.
4. To ensure that all requests for capital purchases are referred to the Council.
5. To ensure that if any legal issues arise these are handled in consultation with the Council.
6. To have powers of spending up to £5,000 for a single or group of transactions from the Civic Hall earmarked reserves fund.