

LLANNON COMMUNITY COUNCIL
HALL COMMITTEE TERMS OF REFERENCE

The Hall Committee will operate within Llannon Community Council's Standing Orders, Financial Regulations and Local Government Law. The Hall Committee will determine when and how often it will meet.

Membership: Maximum of 5 (To include the Chair)
Quorum: 3

The Hall Committee shall:

- Elect the Chair at the first meeting following the annual meeting of council.
- Arrange entertainment events at the hall.
- Prior to finalising events, evaluate their financial viability with consideration of the value of the event to the community.

If staff are required to assist with the set-up/clear down and arranging of events, this must be discussed with the Clerk and costings factored into the event budget.

Hall hire will be free of charge for events arranged by the Hall Committee.

Events arranged by the Hall Committee will be covered by the Council's insurance, providing correct documentation is in place.

The Hall Committee must:

- Prepare an event plan and risk assessment, to be submitted to the Clerk within seven days of the event.

Approved: Annual Council Meeting, 30th May 2023

Review Date: Annual Council Meeting, May 2024