

**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**  
**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.
- Report to council on a quarterly basis.

***Approved: Full Council Meeting 15<sup>th</sup> March 2023***

***Review Date: May 2023***