

Axminster Town Council
Guildhall Sub-Committee
Terms of Reference

Revised and Approved by Committee October 2023

Adopted by Full Council 13th November 2023

Published 14th November 2023

Date of next scheduled review October 2025

A) The Guildhall Sub-Committee has the power to appoint additional working parties as needed.

B) Membership of the Guildhall Sub-Committee shall consist of at least six Councillors. Membership of the committee is open to any serving Town Councillor. Membership of the committee shall be approved by the Full Town Council.

C) Furthermore, the membership of the Guildhall Sub-Committee may comprise of up to three non-Councillor members (attending in an advisory capacity only; no voting rights shall apply).

D) Furthermore, the Sub-Committee shall be authorised to invite any other person(s) to attend the meeting if the Sub-Committee members believe that the attendance of those persons is conducive to the efficient and timely execution of the Sub-Committee business.

E) The quorum of the Guildhall Sub-Committee shall consist of three Councillor members (see Council's Standing Orders) irrespective of total committee numbers in attendance (see C above).

F) The Chair and Vice-Chair of the Guildhall Sub-Committee shall be elected annually at the first meeting of the Committee held AFTER the Annual Meeting of the Full Town Council.

G) Frequency of Meetings: Meetings of the Guildhall Sub-Committee will be held at least four times a year (usually on a tri-monthly basis on a date and time to be agreed by the Sub-Committee members).

H) The remit of the Guildhall Sub-Committee is the delivery of projects and services/amenities in line with the agreed strategic plans of the Town Council as they relate to the governance, management, finances and operations of the Guildhall venue and any matters connected therewith (noting that matters pertaining to employees would ordinarily be dealt with by the Town Council's Employment Committee).

I) Matters of urgency may be dealt with the Chair of the Committee, and the Clerk to the Council, by way of delegated authority (with any such decisions being reported back to the Sub-Committee or the FULL Council at the earliest opportunity).

J) The Guildhall Sub-Committee has primary responsibility (although ultimate responsibility rests with the FULL Council) to ensure that resources allocated to the Guildhall are used to ensure best provision for the Council, our customers and the staff employed therein.

K) Wherever, and whenever, possible, the Guildhall Sub-Committee will ensure that the principles of "best value" are followed when making decisions (together with the Town Council's established decision-making principles as shown on all Sub-Committee meeting agenda).

The principles of "best value" are:

Challenge; Why, how and by whom an activity or decision is undertaken and/or decided upon.

Comply; With the Council's Financial Regulations and Standing Orders at all times.

Compare; As far as possible, members should endeavour to obtain competitive quotes.

Consult; Involve Councillors, customers, employees and other 3rd parties as much as possible.

Continued Overleaf.

Approved in October 2023; Axminster TC Guildhall Sub-Committee

L) All meetings of the Guildhall Sub-Committee will be open to the public and will be advertised with the required notice period; agenda to be displayed on the Guildhall Noticeboard and on the Town Council's public access website. Members of the public will be allowed to speak at meetings.

M) Whilst the Guildhall Sub-Committee is responsible for the matters listed below, it may be necessary (from time to time) for the Sub-Committee to make recommendations to other Council Committees (including but not limited to; Employment, Operations, Strategy & Finance) where specific business falls under their Terms of Reference. In addition, some matters will require a decision of the FULL Council and therefore this Sub-Committee will make recommendations accordingly.

In the event that two Committees (including Sub-Committees) disagree on a particular matter, the final decision will be made at a meeting of the FULL Council.

The Guildhall Sub-Committee shall exercise jurisdiction over:

- 1) All matters pertaining to the operation, governance, finances, licensing, security, scrutiny and management of the Guildhall building and curtilage, both as a venue and as a Town Council Cost centre.
- 2) All matters pertaining to the Town Council's compliance with, and implementation of, Health and Safety legislation, good practice and policy in relation to the Guildhall building and operation.
- 3) All matters pertaining to the Town Council's compliance with, and implementation of, Risk Assessment & Review, good practice and policy in relation to the Guildhall building and operation.
- 4) All matters pertaining to the pricing and charging of building services, refreshments, hires, ticketed events and ancillary services.
- 5) All matters pertaining to the maintenance and repair of the Guildhall building and curtilage together with all works projects and tasks.
- 6) Matters pertaining to budgetary planning and strategy pertaining to the Guildhall building and operation notwithstanding that the final decision on Town Council budgets rests with the FULL Town Council.

The Chair and Vice-chair will have delegated authority to authorise (in consultation with the Town Clerk/RFO) expenditure in accordance with the Town Council's adopted Financial Regulations.

The Guildhall Sub-Committee will receive and consider all reports and recommendations from any working groups or parties that it appoints.

These Terms of Reference will be reviewed bi-annually in May at the Annual Meeting of the Full Town Council (unless circumstances necessitate otherwise) and published thereafter on the Town Council's public access website.

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