

## **TERMS OF REFERENCE FOR KIRKBYMOORSIDE TOWN COUNCIL MOORSIDE ROOM COMMITTEE**

1. The Committee will be known as KIRKBYMOORSIDE TOWN COUNCIL MOORSIDE ROOM COMMITTEE. It will be a Committee of the Town Council.
2. All voting members of the Committee, both Councillors and Co-optees, are subject to the “Model Code of Conduct” and should be aware of the contents of the Code, complete the Register of Interest and act accordingly.
3. The Committee shall maintain, manage and promote the Moorside Room (on behalf of and within a budget fixed by the Town Council).
  - 4.1 Bookings will continue to be administered by the clerk. In the clerk’s absence administration of bookings will be carried out by the Chair.
  - 4.2 The Committee will have a budget set when the precept is determined.
  - 4.3 The Committee may authorise repairs to the facilities provided that the cost is within the allocated budget. Any works in excess of the budget will be referred by recommendation for consideration by full Council.
  - 4.4 The Committee may recommend to the Town Council the spending of such sums as it thinks fit on the improvement of the Moorside Room for items in excess of the allocated budget.
- 5.1 The composition of the committee is to be four Council members and up to four members of the public.
- 5.2 The quorum will be three members at least two of whom are Council members.
- 5.3 The Chair of the committee will be a Councillor.
6. The Committee will submit its budget recommendations, to include income and expenditure and determine the amount, if any, to be obtained for the following financial year to the Finance Committee in November of each year. The Town Council will fix the budget for the following year and determine the amount, if any, to be obtained from Town Council resources. The Committee will be responsible for raising any additional funds.
7. The Committee will meet at least 4 times each year.
8. The Committee will follow the Council’s Standing Orders for convening its meetings as those applied to meetings of the Full Council.