



Terms of Reference- Public Hall Committee

1 Purpose of the Committee

The Non Statutory Public Hall Committee has been established to manage the Building known as the Public Hall, for the benefit of the local community. The Objectives of the Neighbourhood Plan have been identified through engagement with the community and are as follows:

Objective 1 : The special architectural and historical interest of the town's heritage assets will be a primary development consideration including designated and non designated heritage assets. See Chapter 6

Fully in accordance with Policy B3.

The Public Hall Committee will also oversee the Station Road Toilets and Upper Station Road Car Park.

The committee will complete and maintain an up to date Risk Assessment of the Station Road Public Toilets and the Upper Station Road Car Par

2 Membership

The committee shall consist of at least four members of Budleigh Salterton Town Council, as agreed and minuted in a Budleigh Salterton Town Council meeting. The Clerk need not attend meetings if the committee designates a specific member as minute-taker, but should be kept informed of meetings and decisions.

3 Appointment of Members Budleigh Salterton Town Council shall at their annual meeting in May determine the members of the committee. The Public Hall Committee is accountable to the full council.

4 Frequency of Meetings The committee shall meet as often as required, meeting frequency to be decided by request of full Council, the Clerk or the committee. A quorum at each meeting shall be three members.

5 Record of Meetings The committee shall ensure that an agreed written record of each of their meetings is forwarded to Budleigh Salterton Town Council for the next normal meeting.

6 Attendance It is expected that all members of the committee attend all meetings.

7 Functions of the Committee

To ensure that Preventative Maintenance is carried out on a regular basis

To ensure that there is an adequate reserve fund for future renovation work.

To ensure that the letting of the Main Hall and Norman Centre provide adequate returns and are cost effective.

To ensure the continued use of the Main Hall and Norman Centre by promoting it as 'The Venue of Choice' for Meetings, Parties, Events, Clubs, Fitness Classes etc.

8. Review

To be reviewed May 2025