



# CONSTITUTION AND TERMS OF REFERENCE FOR THE STANDING COMMITTEE MARKET & TOWN HALL COMMITTEE

*Approved at AMC xx/05/20xx*

## **Membership**

The Committee shall consist of seven Members appointed by the Council and may elect a Vice-Chairman to deputise for the Chairman in all respects. The meeting quorum shall be three.

## **Broad areas of competence of the Committee**

- Financial health and overall financial management of the assets as covered in the Management Agreement. These specifically relate to the Town Hall and Market.
- Management of the Asset and internal control for the Assets.
- Business planning for the managed assets.

## **Terms of Reference of the Committee**

The Committee shall have delegated spending powers in line with the budget established at the Annual Budget meeting of the Council. On behalf of the Council, the committee shall have delegated powers and authority to:

### **Asset management**

- 1 monitor the efficiency and effectiveness of the management of the assets;
- 2 consider and agree appropriate policies, rules, regulations and scale of charges in relation to the managed assets;
- 3 implement proposals to enhance the attractiveness and utility of assets following appropriate consultation with partners;
- 4 approve marketing and promotional activity to ensure best use of these in relation to the assets;
- 5 monitor the fabric of the managed assets, and liaise with the principal local authority on issues of maintenance, decoration and provision of utilities;
- 6 approve expenditure required for the maintenance and decoration of the managed assets, where such expenditure is the responsibility of the Town Council under the management agreement with the principal local authority.
- 7 to receive a report from the Senior Market and Support Co-ordinator (SM&SC) of any incentives or discretions given using delegated authority since the previous committee meeting. This includes details of offers of free or discounted trading or hall hire.
- 8 make recommendation for the employment of staff in order to manage the Assets effectively, as part of the business planning.
- 9 make recommendation for the amendment of staff contracts in order to manage the Assets effectively.