

TOWN HALL COMMITTEE

10 Members of the Authority

Quorum = 4

Function of the Town Hall Committee

Delegation of Function

1. Legal Powers	
General Power of Competence (Localism Act 2011 sections 1-8)	Strategic Management of the Town Hall within Policy and Budget to Town Hall Committee Operational Management of the Town Hall within Policy and Budget to Chief Officer
SPECIFIC TOWN HALL OPERATIONS	
Pricing Structure	Committee within Budget and Letting Policy
Halls Letting Policy	Committee to recommend
Letting of Office Space	Chief Officer within Letting Policy
Future Development	Committee to recommend
Agreeing structural repairs, improvement works and maintenance programme	Committee within Budget, Financial Regulations and adhering to health and safety laws
Implementing programme of structural repairs, improvement works and maintenance as agreed by committee	Facilities and Development Manager adhering to all financial, health and safety and legal constraints.
Monitoring overall Town Hall Budget –income and expenditure	Committee to monitor, as set out in financial regulations. RFO to supply reports.
Appointment of Commercial Partners and approval of contract	Committee to recommend in line with financial regulations
Management of Commercial Partners	Chief Officer/ Town Centre and Marketing Manager within terms of contract
Letting Concessions (S137)	Chief Officer in consultation with Chairman and Vice Chairman in accordance with letting policy
Acceptance of Bookings	Town Hall Office Staff in line with the Letting policy
Rejection of Bookings	Chief Officer in line with the Letting Policy
Residents Discount Bookings	Town Hall Office Staff within the Letting Policy
Cleaning schedules	Town Hall Supervisor
Personal Licence Holder (alcohol)	Commercial Partner
Stocking Bar/ Bar Staff/ Cashing up Bar	Commercial Partner
Cellar Management	Commercial Partner
Checking and Handling of cash for bar and catering	Commercial Partner
Running and managing The Cotton Club	Commercial Partner
Sourcing and checking suitable security cover for events	Commercial Partner
Overseeing management of evening and weekend functions	Commercial Partner/Town Hall Supervisor
Planning and Managing mid-week non-bar functions	Town Hall Supervisor

Licence holder and Administration	Town Hall Office Staff
PRS and PPL Licence	Town Hall Office Staff
Cleaning supplies and CTC stock re-ordering	Town Hall Supervisor
Stock control and assets list	Town Hall Supervisor and Town Hall Office Staff
Daily security	Town Hall Supervisor
Costings of hall hire, functions and catering	Commercial Partner (Room Hire in line with agreed pricing Structure)
Promotion of the Town Hall as a venue	Town Centre and Marketing Manager with Commercial Partners
Equipment purchase and maintenance	Town Centre and Marketing Manager /Town Hall Supervisor within financial regulations
Application for Premise Licence	Town Centre and Marketing Manager
Licence Designated Premise Supervisor	Commercial Partner
Approval of Licence variation application	Committee
Nomination of personal licence holders	Committee
Positioning of Mayoral Photographs	Committee
<p>NB – Any action delegated to the Chief Officer may in his/her absence be undertaken by Support Manager or the Town Centre and Marketing Manager, if the matter cannot wait until the Chief Officer returns.</p>	