



Glynneath Town Council

Terms of Reference

Town Hall & Community Centre Committee

Membership:	6 (six); as determined by Full Council 6 councillor members
Chairperson / Vice Chairperson:	To be elected by the membership of the Committee
Quorum:	3 (three) – <i>Refer to Standing Orders</i>
Meetings:	A minimum of five meetings to be held annually (bi-monthly) February, May, July, September, November
Areas of Responsibility:	Glynneath Town Hall; Bethania Chapel Community Centre
Remit of the Committee:	• To oversee the general management of the areas identified • To monitor the Town Hall and Community Centre budgets and take decisions to spend within these approved budgets in line with the Council's Financial Regulations • To make recommendations to Council as and when required in relation to expenditure that falls outside the approved budget or exceeds the thresholds set in the Financial Regulations • Prepare estimates of expenditure in November for the forthcoming financial year for consideration by the Council • To work towards improving and maintaining the assets identified and as and where required, make such recommendations to Full Council • To work in partnership with all the appropriate funding bodies to help to provide for, improve and upgrade the assets identified • To review the Hire Agreements as and when required, and make appropriate recommendations to Council • To maintain a programme of maintenance • To ensure that the Town Council complies with health and safety regulations.
Participation of non-members:	Non-Members may attend and observe proceedings where the meeting is open to members of the public. Non-Members may speak at the discretion of the Chairperson of the Committee. Non-Members may not vote at any Committee meeting.