



# LEYBURN TOWN COUNCIL

## Market and Burial Authority

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### THORNBOROUGH HALL COMMITTEE

#### Purpose of the Committee

The Committee's role is to maintain as well as develop Thornborough hall and the surrounding grounds for the benefit of the community. The committee take care and control of Thornborough Hall and grounds and the community Library subcommittee.

#### Functions

- To consider any matters referred to it by the Council or other Committees.
- To manage and maintain the Thornborough Hall Building and surrounding grounds, including equipment and furniture.
- To exercise management of health and safety issues in respect of all the services of this Committee.
- To set the level of charges for facilities; Hire of the Oak Room.
- To consider and determine any new contracts/tenders and any renewals of existing contracts under the jurisdiction of this committee.
- To monitor all matters relating to tenants leases and rental rates in connection with the facilities under the control of the Committee.
- To monitor periodically the income and expenditure of Thornborough Hall.
- To oversee and manage the promotion of Thornborough Hall facilities, including the Thornborough Hall page on the Council's website.

#### Terms of Reference

1. The Thornborough Hall Committee is constituted as a Standing Committee of Leyburn Town Council. The Committee composition shall **comprise of 8 Councillors as voting members**.
2. The quorum shall be 3 Councillors.
3. Total number of members of the group is restricted to 8.
4. Members of the public can attend meetings and speak in public representations.
5. Meetings of the Thornborough Hall Committee are to be conducted in accordance with the approved Standing Orders of Leyburn Town Council.
6. The Town Council Chairman/ Deputy Chairman will chair the meetings.
7. The Agenda will be publicised on the website and town notice board with a minimum of 3 days clear notice given.



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8. The Committee has delegated executive powers to place orders for works, repairs and services for Thornborough Hall.
9. The committee has delegated powers to manage and monitor all the Thornborough Hall finances.
10. The Committee may appoint sub-committees or working groups as necessary. Membership and terms of reference are to be decided by the full Council.
11. The Committee will initiate and approve tenders for all aspects within the remit of it's role in accordance with Financial Regulations.
12. The Committee is responsible for letting policies for the offices & the Oak Room in accordance with Financial Regulations.
13. The Committee is responsible for decisions concerning the Thornborough Hall with the exception of those decisions concerning staff employment issues.
14. Committee will provide annual risk assessments for Thornborough Hall use and the accompanying grounds in line with the insurance requirements.
15. The Committee will host quarterly meetings.
16. The Committee can meet as the workload requires, with a minimum of 3 days clear notice given.
17. All correspondence shall be conducted through the Town Clerk.
18. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail or mail to members of the Town Council and updates will be reported at the monthly Council meeting.
19. The Agendas and Minutes will be publicised on the Leyburn TC website.