

CYNGOR CYMUNED DINAS POWYS COMMUNITY COUNCIL

Halls Committee

Terms of Reference

Membership

8 Dinas Powys Community Council Members

Purpose of the Committee

The Halls Committee is established to manage, maintain and improve the Halls on behalf of the Community Council and this shall include the following responsibilities:-

1. To discharge the statutory functions of the Council in consultation with the Finance and General Purposes Committee with reference to:-

 The Parish Hall
 The Lee Hall
 And all land within the curtilage of the buildings
2. To execute the powers and responsibilities of the Council with reference to the halls facilities, in the ownership or under the control of the Council.
3. With delegated powers to accept tenders/quotations. All quotations / tenders over the sum of £500 to be referred to the Finance Committee.
4. In conjunction with representatives of outside bodies as well as interested individuals:-
 - a. To ensure all health and safety aspects are met.
 - b. To ensure all firefighting equipment is regularly tested, monitored and an annual inspection is carried out.
 - c. To ensure the Gas Central Heating systems in both halls is annually serviced.
 - d. To ensure all electric appliances are annual PAT Testing (Portable Appliance Tested)
 - e. To ensure the 5 year Fixed Wiring Test to be carried out.
 - f. To undertake regular inspections of the halls.
5. The proceedings of the Committee to be submitted to the Council for acceptance and adoption except where powers are delegated.