

BRERETON AND RAVENHILL PARISH COUNCIL

PARISH HALL MANAGEMENT COMMITTEE / TERMS OF REFERENCE

Purpose of the committee

The Committee is established to manage, maintain and improve the Parish Hall and also allotments on behalf of the Parish Council and this shall include the following responsibilities.

1. To receive regular reports on the operation and management of the Parish Hall.
2. To approve financial updates showing expenditure and management of the Parish Hall against the approved budget.
3. To implement policies designed to manage, maintain and improve the facilities for use by the public.
4. To keep under review the provision of allotments for the residents of Brereton and Ravenhill.
5. To set the level of the annual rents for the allotments.
6. To manage a list of residents in Brereton and Ravenhill who are waiting for a tenancy of an allotment.
7. To work in partnership with appropriate funding bodies to improve the facilities for which the Committee is responsible.
8. To regularly monitor the effectiveness of the CCTV operation.
9. Provision and maintenance of bus shelters.
10. Management arrangements for the provision of Christmas decorations.