

HOOE PARISH COUNCIL

Terms of Reference for the Village Hall Project Committee

1. PURPOSE

- 1.1 The Village Hall Project Committee is constituted to review the long-term use of the village hall and to adopt and implement a plan of action.

2. GOVERNANCE OF THE VILLAGE HALL PROJECT COMMITTEE

- 2.1 The Village Hall Project Committee shall comprise of all members of the Parish Council
- 2.2 The Chairman and Vice Chairman of the Parish Council shall be members of the Village Hall Project Committee in an ex-officio capacity.
- 2.3 The Village Hall Project Committee may choose to appoint a non-councillor to the Village Hall Project Committee under section 102 (3) of the Local Government Act. Any non-councillor appointed will have no voting rights.
- 2.4 A non-councillor may only be appointed to the Village Hall Project Committee if the non councillor meets the terms of section 104 of the Local Government Act 1972, failure to meet these requirements will result in the disqualification of the non councillor to undertake the role (all councillors are required to meet this obligation as part of their declaration of office).
- 2.5 Any councillor or non-councillor appointed to this committee shall make a declaration to include the requirements of section 2.4 of this document, and shall accept an undertaking that by participating in this committee, the councillor or non-councillor shall agree to the obligations set out as follows:
- To accept and work within the parish council's standing orders, regulations, policies, procedures and other statutes as imposed by law.
 - To accept any work undertaken is pro bono, is not confidential unless stated by law, or subject to copy right, as the sole purpose of the committee is to deliver the objectives set out by this committee for the benefit of the residents of Hooe parish.
- 2.6 The Chairman and Vice Chairman of the Village Hall Project Committee shall be elected by the membership at the first committee meeting following the Parish Council's Annual General Meeting.
- 2.7 The Village Hall Project Committee shall approve and review the terms of reference annually following the Parish Council's Annual General Meeting.
- 2.8 The Village Hall Project Committee shall be constituted each year at the Parish Council's Annual General Meeting.

3. QUORUM

- 3.1 The quorum shall consist of a minimum of three members.

4. POWERS AND RESPONSIBILITIES

- 4.1 The Village Hall Project Committee shall have the powers to determine on all matters set out in this document including any financial considerations.

5. VILLAGE HALL PROJECT COMMITTEE RESPONSIBILITIES

- 5.1 The Village Hall Project Committee shall determine whether to keep and renovate or sell the village hall following consideration of the results of the community consultation, public feedback, studies and reports undertaken to date.
- 5.2 To agree a plan of action for the option determined by the Village Hall Project Committee and implement the plan.
- 5.3 All information relating to the village hall options shall be published on the Parish Council's website for public information.

6. PUBLIC INVOLVEMENT

The Village Hall Project Committee meeting will be open to members of the public to attend. The members of the public may be allowed to speak for 2 minutes in accordance with the parish council's standing order 3g on matters (not classed as confidential) as set out on the agenda at the public section of the committee meeting.

7. MEETINGS

The Village Hall Project Committee meetings will only be convened when business is required to be transacted.