



VILLAGE HALL COMMITTEE

TERMS OF REFERENCE

1. There are to be three Councillors on the committee.
2. Local groups can have a representative on the committee provided the group have a constitution.
3. An individual resident may join the committee.
4. A Councillor will be appointed Chair of the committee.
5. A secretary for the committee will be appointed to take minutes which will then be forwarded to the Clerk.
6. All roles are voluntary.
7. The purpose of the committee is to promote the use of the village hall and to run Council community events.
8. For each event a budget must be submitted to a full Council meeting for approval before the event can be held and all invoices and receipts forwarded to the Clerk for payment.
9. The committee agree to be bound by the Council Standing Orders and Financial Orders.

Adopted at the Great Coates Village Council Meeting held on 27th February 2020