



TAKELEY PARISH COUNCIL

TERMS OF REFERENCE FOR THE HALL & AMENITIES COMMITTEE

ADOPTED MARCH 2026

1.0 Primary Objectives:

- To maintain the Old School Community Centre, outbuilding and its car park as a resource for Parish Council and the local community.
- To encourage the use of the hall to maximise letting income from hire of the building for meetings, functions and entertainment, to set hire rates for the hall and other Council amenities including open spaces, and to make recommendations to Council on capital and refurbishment expenditure.
- To provide services to local groups and charitable organisations by way of grant or administrative support in lieu of grant, to enable local groups to provide community support services to Takeley residents.

1.1 Terms of Reference

Membership of no less than 5 members shall be appointed at the Annual Council meeting.

- 1.2 No business may be transacted at a meeting unless at least one-third of the whole number of members of the Committee are present and in no case shall the quorum of a meeting be less than three.
- 1.3 To elect a Chairman and Vice Chairman for each civic year.
- 1.4 To review and submit for Council's consideration Terms of Reference for this Committee.
- 1.5 To consider and set Council's fees for all chargeable areas under the Committee's remit.
- 1.6 To recommend an annual expenditure budget for the 'hall and kitchen' cost centre for capital items and associated expenditure.



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- 1.7 The Committee has authority to authorise contractor and supplier expenditure up to £5,000 in accordance with the agreed annual budget and within the terms of reference of this Committee.
- 1.8 To prepare and submit for the Council's consideration estimates of expenditure for each forthcoming year for matters pertaining to responsibility of the Committee by the end of October, in preparation for the Council's Precept request.
- 1.9 Oversee and review the usage of the Halls by outside organisations.
- 1.10 Oversight and review of the marketing and promotion of Council's assets.
- 1.11 Oversee and review the acquisition of Licences for Performing Rights for buildings managed or maintained by the committee.
- 1.12 Liaise with the Planning Committee over the procurement of new amenities (e.g. play equipment, community centre, pavilion etc.) derived from s106 contributions.
- 1.13 To liaise with the staffing committee to recommend allocating staff time to carry out duties to support community groups and agencies, as required.
- 1.14 To oversee, review and make recommendations to the Staffing Committee when more staff (temporary or full time) are required to effectively maintain and manage the areas under the committee's delegated functions.
- 1.15 Matters of an urgent nature requiring settlement before the next meeting of the Council may be dealt with by the Parish Clerk after consultation with the Committee Chairman and/or Vice Chair and/or Chair / Vice-Chair of the Council but must be submitted for approval or otherwise to the next meeting of the Council.

Delegation of Powers

2.0 Delegation of Powers to the Committee

- 2.1 Those functions contained in paragraphs 1.3 – 1.14 inclusive shall be delegated to the Committee.

Delegate to the Chairman and Vice Chairman

- 2.2 Representation of the Council at any Committee, Sub-committee, panel or form of another authority to support the Council's best interests on any matter within the remit of this Committee.



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Delegate to the Parish Clerk/Assistant Clerk/RFO

2.2 Matters in 1.15 above.

Adopted March 2026, next review in May 2027