



**LITHGOW CITY COUNCIL
MAC SCOTT MEMORIAL HALL/ HERMITAGE HALL/VALE OF
CLYWYDD HALL MANAGEMENT COMMITTEE¹
Terms of Reference**

Committee name¹

Mac Scott Hall ("The Committee")
Hermitage Hall Management Committee ("The Committee")
Vale of Clwydd Hall Management Committee ("The Committee")

Establishment

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:
(b) by a committee of the council*

Resolutions

Resolution to establish the Committee: Council Meeting 10 October 2016
Minute: XX-XXX

Resolution to adopt the Terms of Reference: Council Meeting 10 October 2016
Minute: XX-XXX

Delegations:

The Committee has the following delegations from the Council:

1. Accept bookings for the use of the hall
2. Accept payment for use of the hall
3. Management of any bonds held for damage to the facility associated with bookings of the hall and determine whether bonds are refunded or withheld.

¹ Delete whichever is not applicable

Financial arrangements:

Unless expressly resolved by Council the Committee has no powers to commit nor expend any Council funds. The Committee shall maintain its own bank account for the deposit of funds from bookings and may expend such funds on:

- General maintenance of the hall
- New furnishings, fittings or appliances for use in the hall
- Community events and activities at the hall
- Promotional activities for the hall
- Any other activities associated with the hall

Term of the Committee

The Committee shall operate for the term of the Council.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

Committee's responsibilities:

The principal responsibilities of the Committee are to:

- Manage bookings for the use of the hall
- Accept payment for use of the hall
- Determine whether to refund bonds held for damage during the use of the facility and refund or withhold accordingly
- Prepare a list of works to be done on the hall and submit these in a prioritised list to Council for consideration in budget setting processes;
- Annually review the list of prioritised works and submit to the Council for consideration;
- Provide to Council each year proposed fees and charges for use of the hall for the following financial year. Fees and charges to include a refundable bond to assist in the management of potential damage to the Hall;
- Ensure that the hall usage is always in accordance with the fees and charges Council resolves unless the committee seeks and is provided with Council resolution to alter the fees and charges for Hall usage;
- Inspect the hall after usage to ensure the Hall is left in a state acceptable to the Committee;
- Develop rules for use of the hall and provide these to prospective users.

Councillor membership

The Committee, being an external body, is not required to have a Councillor as a member.

Committee membership

The Committee will be comprised of the following representation:

- A maximum of 9 members of the community.
- A quorum will be half the members currently appointed to the committee plus one.

Committee member responsibilities

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's OHS system objectives and instructions.

Appointment

All members of the Committee will be appointed by a resolution of the Council following an expression of interest process.

A member ceases to be a member of a Committee if the member (other than the Mayor):

- (a) Has been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the members absences; or
- (b) Has been absent from at least half of the meetings of the Committee held during the immediately proceeding year without having given to the Committee acceptable reasons for the member's absence.

Term of office of Committee Representatives

The Committee shall be formed following invitation to join the Committee. The term of office shall be for the term of the Council unless otherwise resolved by the Council.

MEETING PRACTICE

Code of Meeting Practice

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

Office holders

The Committee shall determine the Chair and Deputy Chair.

Frequency of meetings

Meetings shall be held in the following pattern:

- Twice per year or otherwise as determined by the Committee.

Meeting protocol

- The Committee shall determine its own agenda and distribution of minutes

Minutes and Reports to Council

- Minutes of meetings will be kept of all meetings
- The Committee will not have to provide any further reports to Council unless requested by the Council

Delete whichever is not applicable

COUNCIL	QUESTION	ANSWER
Cabonne	1. Are any of your Council venues overseen by a Council committee or other external committee or party? Details, eg are they Section 355 committees of council or informal community committees?	<i>Two Main venues in Molong and Cudal are booked from the office and fees taken there.</i>
	2. If any of your venues are overseen by an external committee or other party are they responsible for taking bookings and/or collecting fees? Details, eg if the external party collects fees do they have their own bank account.....	<i>Smaller villages and towns hall bookings are run by Section 355 committees. Bookings are taken by the committees along with the fees. These committees have their own bank accounts which the monies are paid into.</i>
	3. If fees are collected by an external party are these then paid to Council? Details if applicable, eg if the external party holds the fees are they then spent on the venue.....	<i>A financial statement is sent annually to Council in relation to funds.</i> <i>Any minor works are then done with the monies from the bookings. However major works are undertaken through Capital works programs and asset management plan.</i>
Blayney	1. Are any of your Council venues overseen by a Council committee or other external committee or party? Details, eg are they Section 355 committees of council or informal community committees?	<i>They are not overseen by any Council committee or external party.</i>
	2. If any of your venues are overseen by an external committee or other party are they responsible for taking bookings and/or collecting fees? Details, eg if the external party collects fees do they have their own bank account.....	<i>Not applicable refer above response.</i>
	3. If fees are collected by an external party are these then paid to Council? Details if applicable, eg if the external party holds the fees are they then spent on the venue.....	<i>There is no accountability on revenue generated however both halls bear costs of electricity and minor maintenance and given the minimal number of bookings to effect significant change would result in the alienation of volunteers / village committee resulting in a greater administrative burden for Council.</i> <i>We have in recent years identified a</i>

		<i>strategy of developing MOU's and lease agreements to get such arrangements at arm's length. Council has a generous policy of providing financial assistance to such groups to obtain necessary Public liability Insurance and to effect improvements as required.</i>
Parkes	1. Are any of your Council venues overseen by a Council committee or other external committee or party? Details, eg are they Section 355 committees of council or informal community committees?	<i>None of our halls are overseen by a Committee. One used to be but that Committee folded last year and Council has since taken over its management. Council really only has the Community Centre (which use to be managed by a Committee but now Council) and the Coventry Room which has always been managed by Council.</i>
	2. If any of your venues are overseen by an external committee or other party are they responsible for taking bookings and/or collecting fees? Details, eg if the external party collects fees do they have their own bank account.....	<i>When the Committee did manage the Community Centre, there was one person who took its bookings and collecting the fees. They did have their own bank account. Once the Committee folded the fees then were transferred over to Council.</i>
	3. If fees are collected by an external party are these then paid to Council? Details if applicable, eg if the external party holds the fees are they then spent on the venue.....	N/A
Forbes	1. Are any of your Council venues overseen by a Council committee or other external committee or party? Details, eg are they Section 355 committees of council or informal community committees?	<i>All bookings are taken through main Council office. All invoiced. Only other venue that is different is the Youth and community centre that is booked through Youth Officer.</i>
	2. If any of your venues are overseen by an external committee or other party are they responsible for taking bookings and/or collecting fees? Details, eg if the external party collects fees do they have their own bank account.....	
	3. If fees are collected by an external party are these then paid to Council? Details if applicable, eg if the external party holds the fees are they then spent on the venue.....	

Young	1. Are any of your Council venues overseen by a Council committee or other external committee or party? Details, eg are they Section 355 committees of council or informal community committees?	<i>Town Hall booked by Council staff – Customer Service</i>
	2. If any of your venues are overseen by an external committee or other party are they responsible for taking bookings and/or collecting fees? Details, eg if the external party collects fees do they have their own bank account.....	<i>Smaller Halls are booked through Committees and no money is charged for these smaller bookings.</i>
	3. If fees are collected by an external party are these then paid to Council? Details if applicable, eg if the external party holds the fees are they then spent on the venue.....	<i>N/A</i>