

**TERMS OF REFERENCE FOR ALBURY PARISH COUNCIL
VILLAGE HALL COMMITTEE
May 2023**

Scope: This committee deals with all matters associated with the Village Hall and Memorial Library, including promotion, bookings, maintenance and cost management.

Composition: All councillors are members of all committees of the Council by default. The committee will appoint a Chairman. The Chairman and Vice Chairman of Council are ex-officio members. The Committee may co-opt members from the public for specific purposes and terms as appropriate.

Quorum: Three

Meetings: 4 per annum

Functions:

- To promote the Village Hall and Library
- To handle all bookings and ensure that a Booking Clerk keeps the booking system up-to date
- To ensure that the hall and library are well maintained and meet health and safety standards
- To manage the budget agreed annually by the Parish Council