

Terms of Reference Town Hall & Quay Committee

Overall management of the interior and exterior upkeep within the confines of the Town Hall budget. Making recommendations to the Finance Committee/Full Council in respect of larger capital improvements and/or maintenance requirements.

Responsibility for promoting the use of the Town Hall, including promoting the venue for Civil Ceremonies.

Co-ordinating attendance at Civil Ceremonies as required

Responsibility for Health & Safety in the Town Hall, including overall responsibility for Risk Assessments

Responsibility for appointing a Designated Premises Supervisor

Responsibility for calculating a budget for submission to the Finance Committee in November annually

Responsibility for undertaking a contents audit for submission to the Town Clerk in April annually

Management of Town Quay in respect of street furniture, rubbish, decoration, floral displays, lighting

Responsibility for Health & Safety on the Town Quay in respect of street furniture, rubbish, decoration, floral display, lightings and reporting any defects to the Town Clerk

Responsibility for checking the Town Quay following events to ensure all seating is firmly bolted down and has been returned to its original position

Responsibility for overseeing the siting of the public seating on 1st May annually and for its removal and storage on 1st October annually

Responsibility for ensuring that Haverners/KOP/RBL respect the boundaries of their leased areas.