Melksham Town Council
Assembly Hall Working Group

Terms of Reference

1. Reporting to the Asset Management and Amenities Committee, ~~the~~ a temporary Working Group will be created to meet on an 'as required', but at least once every two months basis. The meetings cannot exceed ~~xx~~ 2 hours.

2. **Membership**

   The make-up of this Working Group shall consist of a minimum of four members of Melksham Town Council, one of whom shall be the chair. Any other members can be appointed and so can non-elected members of the public or any other representative from a properly constituted body. Representatives of a maximum of four outside bodies or individuals can be invited to attend any one Working Group meeting, where relevant.

3. **Delegated Business**

   The Working Group has delegated authority to discuss and debate the following items as specified by ~~the Asset Management and Amenities Committee~~ Full Council:

   3.1   ~~No working group shall have powers to make decisions on policy or budget commitment~~. To obtain comparisons of charges with other local similar sized venues.

   3.2   To obtain historic data of Assembly Hall hires.

   3.3   To gather evidence of what the public require from the Assembly Hall to suggest an informed revision of the hire rates agreed by Full Council on 16 May 2022.

   3.4~~2~~   Recommendations regarding hire rates shall be put before ~~the Asset Management and Amenities Committee~~ Full Council for ratification.

   3.5   The Working Group will be disbanded once the above scope of works has been completed.

3.6 Agendas shall be put together by the lead officer in conjunction with the Chair and members.

3.7 Notes of the Working Group will be received at Town Council meetings. They will be prepared by the lead officer.

3.8 The Terms of Reference can be reviewed by the Working Group and recommended for adoption by Full Council.

Adopted 2023