**FARINGDON TOWN COUNCIL**

The Corn Exchange, FARINGDON, Oxfordshire, SN7 7JA

Telephone 01367 240281 Fax 01367 240303

[www.faringdontowncouncil.gov.uk](http://www.faringdontowncouncil.gov.uk)

Clerk: Sally Thurston

**VENUES COMMITTEE**

**Committee Membership**

**Members**: The Committee will consist of eight members including, ex officio, the Mayor and Deputy Mayor

**Quorum:** 3

**Terms of Reference**

Adopted by Council: Wednesday 9th September 2015

1. The Committee will meet a minimum of five times per year.
2. The Committee will set an annual budget for consideration by the Finance and Audit Committee and monitor its financial performance against the budget previously agreed by the Council.
3. The Committee will be responsible for managing and maintaining the following venues
   1. The Corn Exchange
   2. The Pump House
4. The Committee will be responsible for setting fees and charges to maximize income whilst maintaining the venues as community facilities.
5. The Committee will be responsible for agreeing and reviewing terms and conditions of hire of the above venues.
6. The Committee will ensure that any equipment available for staff use is properly maintained.
7. The Committee will ensure all health and safety requirements are met.
8. The Committee will consider all matters referred to it by the Council and, where appropriate, will recommend suitable courses of action on these.
9. The Committee will consider any future proposals for the acquisition or disposal of venues within the parish of Great Faringdon and make recommendations to Council.