

## **FILEY TOWN COUNCIL**

### **TERMS OF REFERENCE**

## **BANDSTAND MANAGEMENT COMMITTEE**

**(a sub-committee of the Property Committee)**

**(Reviewed 7.7.15)**

### **Membership – 6 Members**

**(To be elected annually at the Annual Meeting of the Town Council each year)**

- The Chairman **or** Vice-Chairman of the Council shall be ex-officio, a voting member of every Committee
- The Filey Bandstand Management Committee is a sub-committee of the Town Council's Property Committee to consist of 3 members of the Property Committee, plus 2 representatives from Filey Rotary Club plus 1 representative from Scarborough Borough Council plus the Health & Safety Officer (as a non-voting member in an advisory capacity)
- The Chairman and Vice-Chairman are to be elected annually by the Filey Bandstand Management Committee at the first meeting after the Annual Council meeting of Filey Town Council and shall hold office until the next Annual Council meeting as per Standing Order No 4d.

### **Aims**

To provide effective, efficient and professional management of the Filey Bandstand, Crescent Gardens, Filey for the safety of all users.

### **Objectives**

To ensure the Bandstand, Crescent Gardens, Filey is maintained to a high standard and complies with all legislation for the safety of its performers and members of the public.

### **Meetings**

The Clerk will call Bandstand Management Committee day time meetings as and when necessary with at least one meeting being held annually. Members will be summoned to attend meetings which will be held in the Council Offices (site meetings may be deemed necessary) and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

### **Documentation**

Minutes of all meetings will be recorded by the Clerk and circulated at full council meetings of Filey Town Council, with copies being circulated by email to Filey Rotary Club representatives (and to the Secretary of Filey Rotary Club), Scarborough Borough Council representative and the Health and Safety Risk Advisor. All resolutions and recommendations to the Property Committee and full council shall be recorded in the minutes of the meetings.

### **Accountability**

The Bandstand Management Committee has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Bandstand Management Committee's terms of reference shall be made initially to the Property Committee and if outside the scope of the Property Committee's delegated powers will be recommended to the full council.

### **Scope**

- The Bandstand Management Committee to have delegated powers for the maintenance, improvements and general upkeep of the Bandstand, Crescent Gardens, Filey by submitting proposals in respect of the above to the Town Council's Finance Committee in line with Financial Regulations.

- The Bandstand Management Committee to have delegated powers to ensure that all activities carried out within the Bandstand, Crescent Gardens, Filey have due regard to Health & Safety, Disability Discrimination Act and comply with all legislation in terms of public safety and have due regard for other users of the Crescent Gardens.
- An appropriate maintenance inspection programme for the Filey Bandstand will be carried out in conjunction with the Town Council's Property Committee and the Town Council's Health and Safety Risk Advisor.
- That the Chairman of the Bandstand Management Committee and the Town Clerk (or their immediate subordinate) together have delegated power to take any action they consider appropriate in a situation where public and staff safety is at risk, after consultation with the Health & Safety Advisor to the Council.
- The Bandstand Management Committee to be responsible for the drawing up of a lettings policy and scale of charges for the use of the Bandstand for both community users/events and commercial performers which is to be recommended to the Property Committee for approval. All bookings to be made through the Council Offices and a bookings diary for the Bandstand to be maintained by council staff.
- The Bandstand Management Committee to have delegated powers to determine terms of sponsorship and benefits for supporters of the Bandstand to enable it to be maintained as a financially self-sustaining facility.
- The Bandstand Management Committee to have delegated powers to examine a financial balance sheet of funds held in the Bandstand Reserve on an annual basis which will be provided to the committee by the Town Clerk/Responsible Financial Officer.
- The Bandstand Management Committee to have delegated power to consult with other local groups/organisations and other interested parties regarding matters relating to the Bandstand facility.
- The Bandstand Management Committee to have delegated powers through the Chairman to issue press statements regarding matters relating to the Bandstand on behalf of the full council and to have delegated power to market and publicise the facility for public performances.

### **Review**

The Bandstand Management Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting.