

**TERMS OF REFERENCE OF SUB  
COMMITTEES OF THE COUNCIL**

**FINANCE & GENERAL PURPOSES COMMITTEE MANOR HOUSE AND RIVERSIDE CENTRE  
SUB-COMMITTEE**

The Powers, Duties and functions of this Sub-Committee are as follows:-

**1. Constitution**

The Constitution of this Committee shall be five (5) Members of the Finance & General Purposes Committee. The Town Mayor and Deputy Town Mayor are ex officio sub-committee members.

The Sub-Committee shall at its first meeting of the municipal year elect a Chairman and Vice Chairman from amongst its number.

The Sub-Committee shall be clerked by the Finance Officer.

**2. Attendance at meetings**

*Local Government Act 1972 s101, Local Government Act 1972 s102, Parish & community Councils (committees) Regulations 1990 (SI 1990/2476) s3 (1)(a) and Local Government & Housing Act 1989 s13(4)*

All members of the authority may attend all meetings of the Council and speak thereat with the permission of the Committee Chairman but may not vote unless a member of the Committee.

All meetings shall be held during office hours and shall meet bi-monthly.

All meetings of the Manor House and Riverside Centre shall be open to the press and public except where such business to be transacted is deemed confidential by the authority.

### 3. ***Purpose***

- To plan and oversee maintenance, repair and refurbishment of the Manor House and Riverside Centre in accordance with Council Financial Standing Orders and Standing Orders in general;
- To recommend maintenance, repair or refurbishment of the Manor House and Riverside Centre in accordance with the budgeted expenditure agreed by the Full Council; and
- To consider and recommend all aspects of promotional activities for both the Manor House and Riverside Centre, to maximise the income generated to the Council by both venues in conjunction with the Projects Officer.
- To review security arrangements for both properties as appropriate
- Review and adoption of terms and conditions of hire as well as fees and charges for the hire of the rooms
- Lease arrangements for the renting out of office space
- Annual review of register of assets
- To lead on developing a strategic vision for the Manor House and Riverside Centre venues
- To set the wedding hire fees

### 4. ***Delegated Powers***

The Manor House and Riverside Centre Sub-Committee is authorised to make binding decisions on behalf of Dawlish Town Council with regard to all aspects of paragraph 3, provided that in all cases the meeting is quorate.

The Manor House and Riverside Centre Sub-Committee is authorised to make expenditure on behalf of Dawlish Town Council up to the budgeted amount provided for in the financial year and that in all cases the meeting is quorate.

5. ***Quorum of Committee***

Three voting members of the Sub-Committee shall constitute a quorum of the Manor House & Riverside Centre Sub-Committee. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

6. ***Review***

These terms of reference are to be reviewed annually by the sub-committee and any recommendations to be put to the Finance & General Purposes Committee for approval and adoption.