

Notice of an Extra-Ordinary Meeting of

Didcot Town Council

26th November 2018 at 7.30pm

All Saints Room, Civic Hall, Didcot



All Members of Didcot Town Council are summoned to attend an Extra-Ordinary Meeting of the Council on Monday 26th November 2018 in the All Saints room at Didcot Civic Hall at 7.30pm.

Admission of the public and media

The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960.

Reports and minutes

We add reports and minutes to our website.

Recording, photographs and filming

The press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such members of the public may be recorded or photographed during the meeting.

We ask that anyone wishing to record or photograph the meeting notifies the Town Clerk before the start of the meeting.

Public participation

The council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Orders 18 – 20 on a matter before the Council).

The Chairman will invite members of the public to present their questions, statements or petitions, usually at the start of the meeting.

To find out about participation contact the Town Clerk.

The business to be transacted at the meeting will be:

1. To receive apologies

2. To receive declarations of interests

Members are reminded to declare any interests on any item on this agenda in accordance with Didcot Town Council's Code of Conduct. Members are also reminded to review their register of interests which will be available at the meeting.

3. To agree to create a new Committee and agree Terms of Reference for the new Committee (Draft Attached)

4. To appoint Councillors to the new Committee

To be politically balanced if the new Committee is to have 5 Councillors it would be 3 Conservative seats, 1 Labour and 1 seat for an Independent. If the new Committee is to have 7 Councillors it would be 4 Conservative seats, 2 Labour and 1 seat for an Independent.



Chris Wayman
Town Clerk
20th November 2018



Terms of Reference

Civic Hall Management Committee



1. The Civic Hall Management Committee is a Committee of the Town Council (under S.101 of the Local Government Act 1972).
2. The Committee shall operate within the Town Council's Standing Orders and Financial Regulations.
3. The Committee shall be a Standing Committee (to be re-appointed at the Annual Meeting) comprising 7 town Councillors.
4. The quorum shall be four councillors.
5. The Committee shall elect its own Chairman and Vice Chairman at its first meeting following the Annual Meeting of the Town Council.
6. Number of meetings in an ordinary year: four times at intervals of between two and three months, and others as appropriate and as determined by the Committee.
7. Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.
8. Minutes of the Committee meetings shall be prepared by the Clerk and submitted to the next Committee meeting for approval. The draft minutes shall be submitted to the Council for information.
9. The Committee shall be responsible for –
 - The oversight of the day-to-day running and maintenance of the Civic Hall;
 - The Civic Hall budget
 - Consideration of ways in which existing provision can be improved having due regard to the needs of existing and future users
 - Consideration of information in respect of capital projects at the Civic Hall (major and minor) including inviting and considering quotations for such work. The Committee shall NOT have the power to make decisions on such matters outside of their budget but, in these cases will make recommendations to the Town Council.

- The Committee shall consider the level of hire fees, annually, and make recommendations to the Finance & General Purposes Committee
10. The Committee shall have delegated authority to spend within its authorised annual budget for interior and exterior maintenance.
 11. Urgent Business: Urgent business which must be addressed before the next meeting of the Committee may be dealt with by the Clerk, in consultation with either the Chairman or Vice Chairman of the Committee and the Civic Hall Manager.