

Victoria Hall Committee (draft)

Terms of Reference

1. Introduction

The Victoria Hall Committee is established by Oakham Town Council to oversee matters relating to Victoria Hall and to exercise delegated authority for minor decisions required to progress the Charity Commission applications and associated operational tasks.

2. Membership

- All members must be elected councillors.
- Membership is appointed by Full Council.
- The Committee will consist of a minimum of five councillors.
- The Chair and Vice Chair will be elected at the first meeting of each municipal year.

3. Quorum

- The quorum will be three councillors.

4. Delegated Authority

The Committee is authorised to:

1. Approve minor amendments to the Charity Commission applications, including factual updates and responses to requests for clarification.
2. Approve related submissions to the Charity Commission as the applications progress.
3. Make minor operational decisions required to support the Victoria Hall project, provided these do not create new financial commitments beyond the approved budget.
4. Authorise expenditure for the preparation of correspondence to Rutland County Council within the Disbursement Budget approved by Council on 17 June.
5. Request or approve draft communications prepared by the Council's solicitor where required for external engagement.

Any matter outside this delegation must be referred to Full Council.

5. Reporting

- Minutes will be recorded and published in accordance with statutory requirements.
- Decisions and progress will be reported to the next available meeting of Full Council.
- Significant issues, risks or financial implications must be escalated to Full Council.

6. Scope of Work

The Committee will:

- Oversee progression of the Charity Commission applications.

- Manage minor amendments and submissions required during the determination process.
- Support operational tasks linked to the Victoria Hall project.
- Liaise with the Council's solicitor as required.
- Monitor risks, timelines and compliance matters and escalate where necessary.

7. Meetings

- Meetings will be held as required to support timely progression of the project.
- Meetings will be convened by the Clerk or the Chair.

8. Review

- These Terms of Reference will be reviewed annually or sooner if required.