

EAST DEVON DISTRICT COUNCIL

CONSTITUTION OF SEATON TOWN HALL ADVISORY COMMITTEE

- 1 The Advisory Committee shall be composed of three Members of the District Council representing Seaton, one other District Councillor who is a Member of the Amenities Committee and five representatives of the users of Seaton Town Hall (maximum).
- 2 The Committee shall make recommendations to the Amenities Committee of the East Devon District Council on matters relating to the Management of the Seaton Town Hall.
- 3 The Committee shall draw up a Policy programme for use of the facility to be approved by the Amenities Committee of the East Devon District Council.
- 4 The Chairman and Vice-Chairman of the Committee shall be elected annually by the Committee.
- 5 Any Member may resign or in the case of those Members appointed by named bodies may be removed by the appointing bodies.
- 6 Where it is felt to be appropriate the Committee shall make recommendations on matters relating to the letting of the Seaton Town Hall (together with such other premises as may be allocated to them by the East Devon District Council).
- 7 Every matter to be determined at the Meeting of the Committee shall be determined by a majority of the votes of the Members present voting on the matter, the Chairman of the Meeting, in the event of a tie, having a second or casting vote.
- 8 The Committee shall meet at least once a year and the Chief Executive may, and shall, at the request of one quarter of the Members of the Committee, convene a Special Meeting.
- 9 If the Chairman of the Committee shall not be present at a Meeting of the Committee, the Chair shall be taken by the Vice-Chairman and in the absence of both, the Committee shall elect a Chairman for the Meeting.
- 10 The Minutes of the Committee shall be open to inspection.
- 11 Nothing stated or implied in this Constitution shall be construed as giving power of the Advisory Committee to incur any expenditure or liability on behalf of the District Council.