

Festival Hall Board Terms of Reference

Purpose

The purpose of the Festival Hall (FH) Board will be to:

- Provide clearer management reporting between FH management and the Parish Council
- Provide additional business and other relevant expertise to guide and advise the FH management on day-to-day matters
- Support FH management in matters such as process improvement, forecasting, sales and marketing, and infrastructure management
- Support the FH management in resolving any problems that may arise in relation to the running of the Hall and site

Scope

The Board will operate within the following scope:

- Board to comprise a maximum of four members
- At the Parish Council's discretion one of the four members may be a non-Councillor, this member to be an individual who is deemed to bring special skills, expertise or experience to the Board
- Appointment of Board members for 1 year at a time - reviewed in May each year
- Nominated Councillors to attend monthly management meeting with FH management, to be held on first Monday of the month (the week before the formal monthly PC Meeting) or at whatever other time the Board and Parish Council together deem appropriate
- Nominated Councillors to provide (at least) monthly updates to full Council, to include a report submitted to the monthly public Parish Council meeting
- In order to maintain clear accountability, where other Councillors become aware of issues related to the FH they should channel these via a Board member, not directly to FH Management or staff

Members

In the initial phase of the Board's operation, through to May 2018, the Board will comprise the following individuals:

- Rachael Grantham
 - Operations: to include operating procedures covering areas such as bar management, EPOS, order processes, terms of sale, pricing
- Mike Dudley-Jones
 - Sales & Marketing: to include website development, leaflets, targeting priority markets, sales promotions, social media, improving Hall utilisation
- Geoff Hall
 - Infrastructure, IT and Finance: maintenance of the building and equipment, development of the FH infrastructure, fund-raising, budgeting. Any IT/financial matters to be managed in close liaison with Myles Garbett in his capacity as Chair of the Finance Committee.
- Community representative to be identified by Board

Geoff Hall
November 2017