

Dinnington St John's Town Council

LYRIC COMMITTEE – TERMS OF REFERENCE

Purpose of the Lyric Committee

To oversee items specifically concerning The Lyric; through the monitoring finances, improvements and customer experience.

Membership and voting -

(To be elected annually at the Annual Meeting of the Parish Council each year in May)

1. The Committee will consist of 7 councillors.
2. The Committee will appoint a Chair annually in accordance with the process set out in its Standing Orders.
3. The Chair will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.

Convening

The Clerk will convene Lyric Committee meetings as defined by the schedule approved by Council. The Committee Chair may also convene meetings as felt necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972. Minutes will be taken, approved, and retained by the Council in perpetuity.

Note: Other organisations and agencies and legal representatives may be invited to the meetings at the discretion of the Chair. Such representation may bring experience and knowledge of their respective areas and the ability to comment and provide advice.

Meetings

Meetings will be held in accordance with the Council's Standing Orders.

Quorum

The quorum of the Committee will be a minimum of 3 councillors.

Documentation

1. Minutes of all meetings will be recorded by an Officer of the Council.
2. Draft minutes will be circulated to all Committee members.
3. Depending on timing, either draft or approved minutes will be received by the full council for information only.

Accountability

The Lyric Committee has been given delegated power by the full council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside the Committee's terms of reference shall be made to the full council as a recommendation. The Committee has full authority to authorise expenditure up to limits agreed by the full council, and delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside these terms of reference shall be made to the full council.

<u>Lyric General Precept Budget 2026-2027</u>			
401	RMBC	Theatre Licence	200.00
402	KCM Recycling	Commercial Waste - Lyric Theatre	1,500.00
403	RMBC	Lyric Rates	5,700.00
404	Water	Water supply and drainage	1,600.00
405	Fire Safety	Fire alarms, extinguishers, emergency lighting etc.	1,600.00
406	Electricity	Lyric Electricity	10,000.00
407	Sanitary Services	Annual Contract/annual duty of care	1,500.00
408	Gas Supply	Lyric Heating	7,500.00
409	Equipment purchases/hire	Equipment purchases/hire	10,000.00
410	Miscellaneous	Miscellaneous Supplies/Equipment Repairs	3,000.00
411	PRS	Music Licence	1,500.00
412	Electrical	Annual Electrical/Pat Testing	1,500.00

Dinnington St John's Town Council

LYRIC COMMITTEE – TERMS OF REFERENCE

413	Air Conditioning/Heating	Annual Air Conditioning Service/Heating Service, repairs etc.	20,400.00
414	Boiler	Annual Boiler Service/Gas Check	350.00
415	Shutters	Shutter Maintenance	300.00
416	Cellar Cooler	Annual service of cellar cooler	300.00
417	Stage Lighting	Operation of Lights - offset by additional income	2,000.00
418	Lyric Events	Lyric events budget - with the aim of being self-financing	15,000.00
			£ 83,950.00

Remit of the Committee

- The planning and implementation of improvements to The Lyric.
- The oversight and execution of any major works and maintenance of the building.
- The management of finances and accounts, including the acquisition and allocation of grants and sponsorships.
- The development and periodic review of a comprehensive business plan for The Lyric.
- The coordination and facilitation of events held at The Lyric.

Review

The Lyric Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting and recommendations for alteration to be made to the full council.