

The MATA Regal Theatre Company Ltd

Terms of Reference for Building & Maintenance sub-committee

PURPOSE

To assist the Board of The MATA Regal Theatre Company Ltd in carrying out its duties with regard to maintaining the building in a satisfactory condition and identifying and managing necessary repair work.

COMPOSITION

The Building & Maintenance committee consists of Ian Melhuish (chair), James Scott and Derek Webb and a minimum of two other members of the Board and/or Management committee.

Other members may be invited to join the sub-committee, as agreed by the Building & Maintenance committee chair and the MATA Regal Theatre Company Ltd board.

MEETING SCHEDULE

The Building & Maintenance group will meet approximately every four months, but will meet and liaise informally as frequently as needed, either by their own direction or as determined by the needs of the Board of The MATA Regal Theatre Company Ltd.

REPORTING

The chair of the Building & Maintenance committee will provide leadership to its work, but may delegate this responsibility to other group members at his/her discretion.

The group will keep basic records of its main deliberations and report to meetings of the Board of The MATA Regal Theatre Company Ltd.

MAIN RESPONSIBILITIES OF THE SUB-COMMITTEE

- Identifying, costing and managing any repair work deemed necessary to carry out on the building.
- Advising in advance and liaising with the Finance and Funding Sub-committee and The MATA Regal Theatre Co Ltd board regarding building and maintenance budgets in excess of £500.
- Requesting three quotations for all works in excess of £500 for ratification by the board.
- Setting a completion date and schedule of works for all building and maintenance projects in excess of £500.
- Providing the monthly MATA Board meetings with a general building and maintenance oversight.
- Advise on the building & maintenance aspect of future plans, projects and proposals of The MATA Regal Theatre Co Ltd.

December 2021