



Village Hall Management Committee – Terms of Reference

Purpose of Village Hall Management Committee

This committee is appointed to make decisions about day-to-day management of the Council's Village Hall. The Committee's responsibility is to ensure that the income of the Village Hall is managed responsibly and to ensure day-to-day maintenance is addressed, subject to budget and expenditure limits decided by the full council unless stated otherwise.

Membership and voting – 4-6 members

(To be appointed annually at the Annual Meeting of the Village Council each year in May)

1. At the Annual Meeting of the Village Council, the Council shall elect the members of the committee. The Committee shall elect members to the Chair, Treasurer and Secretary roles at its first meeting following the Annual Meeting.
2. The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.
3. One member of the Village Hall Management Committee must be a councillor representative of the Village Council.
4. As well as the Chair and Village Council representative, the Committee will also have two members acting as a Secretary and Treasurer.
5. Two further committee members can be appointed, which may or may not be Village Councillors.
6. All Committee members, whether Councillors or otherwise, are subject to the Council's Code of Conduct and are required to complete a Record of Disclosable Pecuniary Interests. All Committee members have voting rights under Regulation 3 of the Parish and Community Councils (Committees) Regulations 1990.

Convening

The Committee secretary will convene Village Hall Management Committee meetings as and when necessary, at least quarterly. The Committee Chair may also convene meetings as he/she feels 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. Copies of the minutes of each meeting should be sent to the Village Council Clerk within 7 days of the meeting.

Meetings

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

Quorum

The quorum of the Committee will be 3.

Documentation

1. Minutes of all meetings will be recorded by the Secretary or, in the absence of the secretary, by one of the members present at the meeting.
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.
4. Agendas and minutes of the meetings will be published on the Village Council website. Notices will also be placed in the Village Council noticeboards informing residents of their availability online and at all meetings of the Council and its committees.

Accountability

The Village Hall Management 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.

Remit of the Committee

1. To manage the booking and letting of the Village Hall, including:
 - Setting the hire charges for the use of the Village Hall, which shall be reviewed annually and recorded in meeting minutes.
 - Managing enquiries, complaints, and the Hall booking system.
 - Managing the receipt and return of security deposits, and ensuring the correct receipt of Hall booking fees.
 - Managing the opening and closing procedures for bookings.
 - Meet all relevant health and safety requirements for visitors, hirers and staff, that is within the Committee's remit. Ultimate responsibility for the Health and Safety Policy and for the building remains with the Village Council.
2. To monitor the staffing provision for the Village Hall provided by the Village Council to ensure it is sufficient and effective, including contribution to the annual appraisal process for employees at the Village Hall to the Village Council staffing committee, on request. The costs of any staff employed directly for the benefit of the Village Hall by the Village Council shall be covered by funds generated by the Village Hall. The Staffing Committee of the Village Council remains responsible for all permanent staff employed on behalf of the Village Hall.
3. To administer and manage the Hall accounts, which is primarily the responsibility of the Village Hall Management Committee member appointed in a role of Treasurer.
 - Village Hall finances will be operated in accordance with Swillington Village Council's Financial Regulations.
 - The Treasurer will keep accurate records of income and expenditure, which shall be available to the Clerk/RFO or any councillor of Swillington Village Council at any reasonable time.
 - The Treasurer will manage the day-to-day administration of the Village Hall bank account. The Village Council Clerk/RFO will also have access to the Village Hall bank account; each user shall have their own individual login which will ensure that all banking action is traceable to the user.
 - The Committee is authorised to spend within the funds in its account without further reference to the Village Council. Any money held in the Village Hall bank account must only be used for the running and improvement of the Village Hall.
 - The Committee is authorised to apply for and receive grant funding for the Village Hall.
 - The Treasurer will complete monthly reconciliations of the account reconciled to the bank account, which will be presented to the next available committee meeting for inspection and signature. This will be noted in the minutes of the meeting. A copy of the monthly bank

statement and bank reconciliation will be provided to the Village Council Clerk/RFO by the 10th of the following month.

- Village Hall accounts will be subject to internal and external audit, and will form part of the Village Council's finances for the Annual Governance and Accountability Return. The Treasurer will assist the Clerk/RFO of the Council as much as reasonable to prepare the Village Hall accounts for audits. The prime responsibility of preparing the accounts for inspection/audit will rest with the Clerk/RFO.
- The Village Hall Management Committee will have an approved annual budget, which will be agreed between the Committee and the Full Council to ensure it covers running costs, maintenance and projects. At the conclusion of each financial year, action regarding any surplus budget shall be decided by the Village Council.

4. Running and overhead costs:

- The Committee shall spend from the Village Hall bank account for the overheads of the building, including but not limited to electric, gas, telephone, water, cleaning, gardening, waste services and other overheads as shall appear reasonable.
- The Committee is responsible for the internal decoration of the building and will repair and replace furniture, fittings and carpets as necessary, from Village Hall funds. The Village Hall shall be maintained to an appropriate standard by the committee.
- The Committee is responsible for ensuring regular servicing of equipment, including but not limited to electrical PAT testing, the security alarm system, fire alarm system, and the boiler. Proof of servicing should be retained by the Secretary and stored within Village Council records.
- The Committee will assist the Village Council Clerk in annually reviewing risk assessments and insurance related to the Village Hall.
- The Committee will assist the Council to develop an annual action plan which highlights seasonal planning, and short, medium and long-term projects to ensure that future large-scale costs are planned for.
- Should the Committee require greater funds than its budget allows for a scheme of improvement or a necessary repair, they should make the Village Council aware of the funds required at the earliest opportunity.
- The Village Council has overall responsibility for the building and will insure the building and contents of the Hall and bear the costs. The Committee must ensure a copy of the public liability certificate is on display within the Village Hall. The Village Hall Management Committee must ensure the security of the building and contents by ensuring that the building is locked when not in use.

Review

The Village Hall Management Committee's terms of reference are to be reviewed annually at the first full council meeting after the Annual Council meeting.

Date of policy: March 2024

Approving committee: Full Council

Date of meeting: 05/03/2023

Policy version reference: Version 4

Supersedes: Village Hall Management Committee terms of reference V3 (May 2022)

Policy effective from: 05/03/2024

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