



VILLAGE HALL COMMITTEE TERMS OF REFERENCE

1. NAME OF GROUP AND TYPE OF COMMITTEE

The Village Hall Committee is a standing committee reporting to the Sole Trustee.

2. PURPOSE

The Village Hall Committee has been formed to manage the day to day running of the Brantham Village Hall.

3. GOALS OR DELIVERABLES

The management of the Brantham Village Hall to ensure that it is a safe and pleasant for people to use

Specific duties will include –

- Booking and hire of the rooms
- Managing income and expenditure ensuring sustainability of the Village Hall
- Fundraising activities
- Maintenance and safety of the building and land within its boundaries
- Ensuring that the village hall and land within its boundaries complies with current legislation
- Utilises the space to its maximum capacity.
- Being responsible for the recruitment and management of any paid staff specifically employed to support the running of the Village Hall. Any member of staff will be employed by the Sole Trustee.

4. TIME FRAME OR SCHEDULE

In addition to managing the day-to-day activities it will ensure -

- The Committee meets at least six times a year
- Where possible that the Village Hall meets with all H&S legislation within 12 months of its inception.
- Agree an action plan to develop the Village Hall so all spaces can be utilised in full by the community.
- That full financial accounts are kept, maintained and audited on an annual basis.

5. AUTHORITY & DECISION-MAKING

- The Village Hall Committee is responsible for the day to day running and management of the Village Hall and the land within its boundaries.

- The Village Hall Committee reports to the Sole Trustee, Brantham Parish Council to keep it informed of events and progress.
- The Committee is empowered by the Sole Trustee to advise or act on its behalf
- The Committee is empowered to make decisions. They are expected to decide by a vote if there is no consensus. The Chair of the Committee will have the casting vote.
- The Village Hall Committee is expected to manage the finances for the Village Hall.

6. SCOPE OR JURISDICTION

The scope of the Village Hall Committee is to manage the Village Hall and the land within its boundary.

7. SIZE, COMPOSITION AND TERMS OF MEMBERSHIP

Membership of the Committee will be a minimum of three Councillors.

The Village Hall Committee will have a maximum membership of ten and will be made up of

- A Chairperson who is a Brantham Parish Councillor
- Three councillors of the Brantham Parish Council
- The Brantham Parish Council Clerk
- The Brantham Parish Council Assistant Clerk
- The Village Hall Manager
- Up to five representatives of organisations that use the village Hall and/or residents of the Parish of Brantham. There will be no more than one representative per organisation.

With the exception of the Brantham Parish Council Clerk and Assistant Clerk, each member of the Committee will serve no more than four years. Members may serve beyond four years only where there is no suitable alternative available. In all cases no member shall serve for more than twelve years in total.

The Village Hall Committee is responsible for recruiting new members.

Each member of the of the Village Hall committee will have one vote except for the Assistant Parish Clerk and the Village Hall Manager. The Chairperson will have the casting vote.

The Village Hall Committee may, at its discretion, invite Parish Councillors to attend meetings to assist in the consideration of issues and/or provide specific subject expertise.

8. QUORUM

The quorum for this Committee is 3.

9. MEETINGS AND RECORDS

- The Committee will meet at least six times a year
- All meetings will be minuted and these minutes will be distributed to the members of the committee and the Sole Trustee.

10. RESOURCES AND BUDGET

The Village Hall Committee will be responsible for managing its own budget. The Committee will be able to draw on the support and expertise of the Sole Trustee.