

# The Village Hall Management Committee

## Terms of Reference.

NB: The term Village Hall refers to the building only, the playing fields are managed by the Playing Felids Management Committee and The Children's play area is managed by the Parish Council.

### Purpose of the Committee

- The committee is established to manage, maintain, and improve the Village Hall on behalf of the Trustee of the Parish Hall (the corporate body of the Parish Council).
- The Village Hall Management Committee must manage the Village Hall in accordance with the Trust Deed dated? \_\_\_\_\_ TBC – Maybe updated in 2024
- The Committee sets the agenda and priorities for the day-to-day activity of the Village Hall Manager, setting hire charges and policies.
- The committee should develop a long-term plan for development and maintenance of the hall, inclining identifying funding sources.
- The committee should, with the Village Hall Manager, develop fundraising opportunities for the hall to reduce the necessity for it to be subsidised by the Parish Council.

### 1. Committee

The Village Hall Management Committee is constituted as a Standing Committee of Milborne Port Parish Council. This Standing Committee can be dissolved by Full Council at any time.

### 2. Membership

**2.1** Up to Four Parish Councillors will be appointed annually at the Annual Parish Council Meeting as voting members in addition to the Chairman or Vice Chairman of the Full Council who are de facto members. (up to 6 seats in total).

**2.2** If a Councillor resigns from the Committee/Council during the year a new councillor may be appointed at the next appropriate Full Council meeting.

**2.3** Up to Five further representatives can be co-opted by the committee from regular users/village organisations (or just the wider public) and will have full voting rights.

**2.4** The quorum of the Committee shall be four Members.

**2.5** The Full Council can remove any council member or co-opted member from the committee at any time (having shown good reason for such removal if mid-term).

### 3. Chairman

**3.1** The Chairman of the Committee will be elected annually by the Committee at the first meeting of the committee following the Annual Council Meeting (in May).

**3.2** The Chairman of the committee will offer guidance and support to the Village Hall Manager.

### 4. Voting

**4.1** Only appointed members may vote and participate at a committee meeting.

**4.2** Non-member councillors and members of the public may attend and speak at meeting during public participation.

**4.3** In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.

### 5. Declaration of Interests

All Councillors must declare interests on agenda items in line with the Code of Conduct as adopted by Milborne Port Parish Council.

### 6. Meetings

**6.1** The Committee will meet as the workload requires, with a minimum of 3 working days' notice given, and at least quarterly.

**6.2** The hall manager will call the meetings/issue the agendas and write the minutes for approval by the next committee meeting.

### 7. Admission of the Public and Press

The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders. If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 where the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item.

Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

### 8. Minutes of Meetings

**8.1** The minutes of the meetings will be approved at the next meeting of the Committee.

**8.2** The draft minutes will be published on the Parish Council's website as soon as possible after the meeting; these will be replaced with the approved minutes.

## 9. Meeting Duration

The duration of the Village Hall Committee's meeting will be for a maximum of 2 hours unless a resolution is passed to extend the meeting for a further 30 minutes after which any unfinished business being taken at the beginning of the next Village Hall Committee Meeting.

## 10. Funding / Finance

**10.1** The Committee has the remit to commit/spend funds held by The Milborne Port Village Hall Trust, on behalf of the sole trustee (the corporate body of the Parish Council), this will typically be income generated by hall lettings & activities and a small amount of reserve.

**10.2** The Committee has no delegated power from Full Council to spend Parish Council funds. Any request for funding from the Parish Council would have to be formally made to the Parish Council and approved under Milborne Port Parish Council procedure.

**10.3** In the event the Village Hall Manager is employed, the Parish Council, the Parish Council administer all related employment matters.

**10.4** The Village Hall Manager will administer honorariums payments to qualifying individuals following the approval of the Committee.

**10.5** The committee will take appropriate decisions regarding the spending of The Milborne Port Village Hall Trust funds, annually agreeing a budget.

**10.6** All spending needs to be agreed by a vote of committee members. The Village Hall Manager, in conjunction with the Committee Chairman, has delegated emergency spending power of £500.

**10.7** Regular payments by standing order/direct debit will be approved at the first meeting of the committee each financial year.

**10.8** Accounting records should be presented to the committee at least quarterly for scrutiny and approval and presented at the annual trustees meeting (same night as the Annual Council Meeting).

## 11. Policies

The council's Standing Orders apply to this standing committee (unless amended by these terms of reference).

## 12. Terms of Reference

The Village Hall Committee will review these Terms of Reference each year and when necessary, recommend any changes to the Full Council.

## 13. Responsibilities

The Committee will have overall responsibility for the management of the village hall in accordance with legislative requirements, regulations and guidelines.

**The committee responsibilities include:**

Liaising with the Village Hall Manager to monitor the condition of the premises to:

- 1) Ensure it is clean and tidy.
- 2) Ensure it is in good decorative repair.
- 3) Ensure it is secure.
- 4) Implement the health & safety policy & procedures and ensure the village hall is free of any obvious and significant health and safety hazards.
- 5) Ensure policies, procedures, and risk assessments are current and implemented/monitored.
- 6) Ensure it is used by hirers in accordance with the terms and conditions of hire.
- 7) Promote awareness of ideas in respect of the usage of Village Hall.

**Liaise with the Village Hall Manager to:**

- a) Ensure that any problems are addressed.
- b) Discuss improvements which could be made.
- c) Deal with any escalated complaints from hirers or visitors.
- d) Monitor that actual income and expenditure is in line with the budgets approved by the Committee.
- e) Review and set the tariff for hirers annually.
- f) Consider the medium/long term development of the premises and submit reports to advise the Full Council of its recommendations.
- g) To ensure that the Village Hall Manager is fully aware of the Committee's requirements, as to work to be carried out in the Village Hall and is in receipt of all quotations for work to be carried out.
- h) Ensure that all work to be carried out in the Village Hall is within the annual agreed budget (unless additional grant funds have been acquired or a project is being financed from reserves).
- i) Review, annually the security and facilities of the Village Hall.
- j) Provide a written annual report summarising work undertaken in exercise of its delegated powers for the annual meeting of the trustee (May) and the annual parish meeting (March/April)

**Adopted by Milborne Port Parish Council – Full Council – December 2023**