



## **Plumpton Parish Council**

### **Village Hall Committee Terms of Reference**

**Adopted 14<sup>th</sup> July 2015**

The Village Hall Committee is one of the committees of the Parish Council. As the Village Hall operates as a charity it, in a similar way to the Playing Field, must operate within the requirements of the Charities Act. However, in most respects the operation of the Village Hall Committee is the same as all other Parish Council committees. However, all current parish councillors are appointed trustees of the charity and have legal responsibilities imposed on them as trustees.

The Committee structure is as follows:

- 1 Parish Council Committee – formed of councillors and oversees the strategy and operation of the village hall, with emphasis on marketing, pricing, health and safety and budgetary control
- 2 User Group – formed of village hall users and the Village Hall Manager who is responsible for the day to day running of the facilities and reports to the Parish Council Committee

#### Parish Council Committee

Comprising three councillors. The Parish Clerk and Village Hall Manager attend Committee meetings.

Responsibilities, working within the Parish Council Financial Regulations and Standing Orders and requirements of the Charities Act, include:

- 1 Maintain the village hall to an appropriate standard
- 2 Meet all relevant health and safety requirements including those for visitors, hirers and council staff
- 3 Offer value for money to parishioners by maximising income and controlling expenditure
- 4 Ensuring any capital projects are identified, recommended to the full Parish Council and, if approved, supervised to ensure proper and prompt delivery
- 5 Provide adequate training to council staff under the parish council's training policy
- 6 Hold regular meetings (every two months as required) and apply decision making procedures as required. All three councillors must be available to attend the meeting to ensure that the committee is quorate and decision can be made

#### User Group

The definition of a 'User' of the Village Hall is a group or individual who contractually hires the village hall facility for an agreed hire fee, using the facility at regular intervals throughout the financial year.

The 'User Group' comprises the Village Hall Manager and up to 5 regular users. The Village Hall Manager will chair these meetings.

Responsibilities include:

- 1 Reviewing the day to day operation of the village hall to ensure efficiencies are maximised
- 2 Making recommendations to the Parish Council Committee for repairs, maintenance and capital projects required
- 3 Ensuring that the Village Hall Manager is made aware of any issue arising from use of the facilities and working towards improving any deficiencies
- 4 Hold meetings at least every 2 months
- 5 Chairman of the user group committee (Village Hall Manager) reporting to the Parish Council Committee as a result of these meetings

### Governance

In order to fulfil their roles as trustees, the Village Hall Committee is a standing agenda item at Parish Council meetings.

### Publication of meeting information

As with all parish council committees, the date and time of all Village Hall Parish Council Committee meetings must be published at least 3 clear working days (excluding weekends) before the meeting. The minutes of the meetings are to be published. Any relevant information on actions taking place between meetings are provided via reports at full Parish Council meetings.

### Attendance, representation and voting at Parish Council Committee meetings

Members of the public may attend such meetings and will be given the opportunity to speak on matters of concern to them as allowed under the parish council's Standing Orders. Councillors not on the Parish Council Village Hall Committee may attend such meetings but are not entitled to vote at such meetings.

### Further information

Members of the User Group may appoint an alternative representative to attend meetings in their place. If so, the User Group member must inform the Village Hall Manager in advance of the meeting.