



## **Plumpton Parish Council**

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

**Adopted 12<sup>th</sup> January 2021 Minute Ref: 117c(v).**

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. All current parish councillors are appointed trustees of the charity and have legal responsibilities imposed on them as trustees.

The Village Hall Committee structure is as follows:

- 1 Village Hall Committee – formed of more than one councillor, the Parish Clerk, Village Hall Manager and village hall users (consisting of 5 users) attend committee meetings.

Responsibilities for any proposed changes to and working within the Parish Council Financial Regulations and Standing Orders and requirements of the Charities Act, include:

- The maintenance of the Village Hall
- Ensuring that as far as possible, the Village Hall offer value for money to the residents of Plumpton. This includes making recommendations to the Parish Council for increases in rents, club subscriptions and hire costs and local fundraising e.g. jumble sales.
- As with all committees the Village Hall committee is subject to the Parish Council Financial Regulations and works within the regulations set out in the Plumpton Parish Council Standing Orders.
- Land and buildings including structure.
- Meet all relevant health and safety requirements including those for visitors, hirers and council staff.
- Ensuring any capital projects are identified, recommended to the full Parish Council and, if approved, supervised to ensure proper and prompt delivery
- Provide adequate training to council staff under the parish council's training policy
- Hold regular meetings (every quarter as required) and apply decision making procedures as required and report back for approval by the Parish Council.

### Election of the Chair.

As with all committees the election of the chair will take place at the Annual Meeting of the Parish Council in May of each year. The elected chair will hold their seat for 12 months and can be re-elected with no maximum number of years they can hold seat.

If the Chair is unable to attend a committee meeting the members present will agree the committee Chair for that meeting from one of the other parish councillors present.

### Quorum

The quorum for the Village Hall Committee is three of whom 2 must be parish councillors.

### Delegated Powers

The Parish Council can, where appropriate, delegate powers to a committee (excluding setting of precept). The Village Hall Committee does NOT have any delegated powers.

### Governance

In order to fulfil their roles as trustees (parish council members only), the Village Hall Committee is a standing agenda item at Parish Council meetings.

### Publication of meeting information

As with all parish council committees and as per the councils standing orders, the date, time and agenda of all Village Hall Committee meetings must be published at least 3 clear working days (excluding weekends and public bank holidays) before the meeting, on relevant Parish Council boards and website. The minutes of the meeting are to be published and must be signed by the Chair at the next meeting. 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.

'Stand in's for User representatives are very welcome at committee meetings as they provide a valuable service in maintaining communication between the various groups using the Village Hall and Green. 'Stand ins' are not able to vote.

Councillors not on the Parish Council Village Hall Committee may attend such meetings but are not entitled to vote at such meetings.