



GREAT HORKESLEY PARISH COUNCIL

www.greathorkesley-pc.gov.uk

VILLAGE HALL COMMITTEE

TERMS OF REFERENCE

Purpose of the Village Hall Committee

This Committee is appointed:

- 1) To manage, maintain and improve the Village Hall on behalf of the Parish Council.
- 2) To consider, in the first instance, all matters relating to the management and day-to-day running of the Village Hall, and make recommendations on strategy, policies and operational matters concerning the management of the Village Hall to Full Council.
- 3) To maintain a rolling three-year plan of maintenance and development for the Village Hall.

The Village Hall Committee is a Standing Committee of Great Horkesley Parish Council and can be dissolved by Full Council at any time.

Membership

Membership of the Committee will be a minimum of three Councillors. The quorum for this Committee is 3.

The membership will be agreed annually at the Annual Parish Council Meeting, although appointments and changes of members can be made at other times during the year by Full Council. The Committee meetings may be attended by the Chairman and/or Vice Chairman of the Council as full committee members if not already appointed to the Committee.

A Chairman for the Committee will be elected annually at the first Committee meeting following the Annual Parish Council Meeting. Only appointed members may vote at a meeting. In the case of an equal vote the Chairman of the meeting shall have a casting vote.

All members shall comply with the Code of Conduct and Council's Standing Orders.

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.

Confidentiality

All members must preserve confidentiality of discussions held at meetings. Minutes of the meetings will be taken but will observe confidentiality requirements.

Meetings

The Committee will aim to meet at least four times a year. Meetings shall be called by the Chairman of the Committee or the Clerk/RFO as and when deemed necessary.

All meetings are meetings that, by law, require 3 days clear notice and are open to the public. However, due to the confidential nature of the discussions, the Committee reserve the right to close the meeting to press and public under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Minutes of all meetings are to be produced and submitted to Full Council at the next Council meeting, to include any resolutions made using the Committee's Delegated Powers.

Responsibilities & Delegated Powers

The Committee will work with the Clerk/RFO, the Village Hall Bookings Manager and the Village Hall Caretaker and consider and recommend strategy and action on policy and operational matters concerned with the Village Hall.

The Village Hall Committee will have the following specific duties:

- a) To make decisions on any matters related to the making of policies, procedures and regulations for the proper management of the Village Hall, and to review and amend these policies and procedures annually.
- b) To review and update the Terms and Conditions of Hire for regular and one-off hirers of the Village Hall.
- c) To make capital and revenue spending decisions from Village Hall budgets already approved by Full Council (without further reference to the Council) and in accordance with the Council's Financial Regulations.
- d) To review and amend letting rates, to ensure that any increased running costs that the Council cannot influence are matched by an increase in income.
- e) To consider any new bookings, only if requested to do so by the Village Hall Bookings Manager. The Village Hall Bookings Manager considers all bookings in the first instance.
- f) To ensure the Village Hall is clean, tidy and in good repair.
- g) To make recommendations to the Finance Committee or Full Council with respect to the setting or revision of Village Hall budgets.
- h) To monitor and effect compliance with appropriate legislation, including Health and Safety regulations.
- i) To approve overtime hours for members of village hall staff when necessary.
- j) To deal with any complaints from hirers or visitors, liaising with the Clerk and reporting to Full Council when appropriate.
- k) To consider the future development of the premises and submit recommendations to Full Council as necessary.
- l) To maintain rolling medium (one-year) and long term (three-year) plans for the maintenance, repairs and renewals of the Village Hall.
- m) To consider and accept quotations for work to be carried out at the Village Hall, always having regard to (c) above.

- n) To review the security and facilities of the Village Hall and feed results into the Council's review of Risk Assessments and insurance arrangements.
- o) To actively seek opportunities to apply for grant funding for Village Hall projects.

All powers shall be exercised in accordance with the Standing Orders, Financial Regulations, policy adopted, or directions given, by Full Council.

Spending Funds

The Committee has a remit to spend within the agreed annual budget approved by Full Council and in accordance with the Council's Financial Regulations. This includes spending any reserves earmarked for the Village Hall and any additional grant monies or donations awarded specifically for the Village Hall. Decisions regarding spending of these funds will be reported to Full Council as necessary.

The Committee will consider and decide its budget priorities and submit those to the Finance Committee in November, prior to the meeting where the budget and precept are reviewed for recommendation to Full Council.

All spending will be agreed at meetings by a vote of all members of the Village Hall Committee present. In line with the Council's Standing Orders and Financial Regulations, the Chairman and individual members of the Committee do not have power to make decisions or agree to spending of funds independently.

Spending on emergency items up to a maximum value of £1,000 can be authorised by the Clerk, in consultation with the Chairman in the first instance, or at least two other members of the Committee if the Chairman cannot be contacted. All emergency spending will be reported to the Committee at the next meeting and, should it meet prior to the Committee, to full Council.

*These Terms of Reference will be reviewed annually by Full Council.
Adopted: Extraordinary Council Meeting 24th May 2023 Minute Ref: 23/023
Updated: Full Council Meeting 16th January 2024 Minute Ref: 23/115 (c)
Reviewed: Full Council Meeting 21st May 2024 Minute Ref: 24/011 (d) (iii)*