

Terms of Reference

Great Canfield Village Hall Management Committee

Advisory Committee to Great Canfield Parish Council

1. Background

- 1.1. On 1 November 2020, Great Canfield Parish Council entered into a 7 year lease on the Church Hall, Marsh Lane including an agreed inventory of furniture and equipment, with Chelmsford Diocese Board of Finance (Custodian Trustee) and Great Canfield Parochial Church Council (Management Trustee).
- 1.2. Great Canfield Parish Council enters into the lease under its statutory power, Local Government (Miscellaneous Provisions) Act 1976, s.19, which allows it to provide community centres and village halls.
- 1.3. Great Canfield Parish Council will appoint an Advisory (Management) Committee and will operate the village hall in accordance with its Standing Orders, Financial Regulations, and any other Parish Council policy.

2. Purpose of the Management Committee

- 2.1. In accordance with these terms to carry out the day to day responsibilities of managing Great Canfield Village Hall for the benefit of the community and in accordance with the lease agreement.
- 2.2. The Management Committee has the authority to manage its day to day responsibilities in accordance with the budget set and without further reference to the Parish Council, e.g. fire extinguisher testing, electrical inspections. Any unbudgeted expenditure in excess of £100 must have the prior approval of the Parish Council.
- 2.3. The Management Committee is responsible for determining and running a calendar of social and fundraising events in accordance with Parish Council policy and is required to produce a risk assessment for each event which must be approved by the Parish Council.

3. The Management Committee

- 3.1. Will consist of two Parish Cllrs and a minimum of 3 residents or hall users.
- 3.2. The committee will be responsible for appointing
 - A chairman
 - A secretary
 - A bookings administrator

4. Management Committee Meetings

- 4.1. A quorum shall consist of three members, one of whom shall be the chairman or secretary.
- 4.2. The Management Committee will meet a minimum of twice per annum, however is free to determine the number of additional meetings necessary to carry out its purpose.
- 4.3. Meetings are not open to the public.
- 4.4. Minutes are taken at each meeting and forwarded to the Clerk for circulation to the Parish Council.

5. Requirement of the Management Committee - General

- 5.1. Report at each monthly Parish Council meeting via a standing item.
- 5.2. Ensure the hall operates in an efficient and proper manner in accordance with the lease agreement, civil laws, statutes, byelaws, health and safety regulations including those relating to fire regulations, hygiene and sanitation, and Parish Council policies.
- 5.3. Along with the Parish Council promote the use of the hall to maximise its use.
- 5.4. Organise functions to raise funds for the hall and/or which promote social cohesion within the community of Great Canfield.
- 5.5. Maintain the inventory in accordance with the lease agreement and notify any discrepancies to the Parish Council.
- 5.6. Maintain a hire agreement for users and a risk assessment, for ratification by the Parish Council
- 5.7. Advise the Parish Council of any works necessary in accordance with the lease including electrical inspections, obtain quotes and funding proposals for the works.
- 5.8. Make recommendations and advise the Parish Council on any improvement works.

6. Requirement of the Management Committee - Finances

- 6.1. The finances of the village hall will be incorporated into the accounts of the Parish Council and will be the responsibility of the Clerk/RFO. To enable this function to be carried out the Management Committee will,
 - 6.1.1. Maintain a booking system and ensure all revenue is invoiced with a copy of the invoice being forwarded to the Clerk. The preferred method of payment is bank transfer, where this is not possible the management committee are responsible for banking receipts and forwarding confirmation to the Clerk, this will avoid the need to transfer cheques and cash between individuals.
 - 6.1.2. Provide all expenditure invoices for sundries with any supporting documentation to the Clerk for payment.
 - 6.1.3. Provide meter readings for electricity and water.
 - 6.1.4. Provide a schedule of income and expenditure for each social and fundraising event, together with the supporting receipts to the Clerk/RFO, and to bank the net proceeds.
 - 6.1.5. Provide support and data to the Clerk/RFO to enable year end outturns to be monitored quarterly and to consider with the Parish Council options for ensuring the hall minimises any shortfalls (income v expenditure) which may otherwise have to be covered by precept monies.
- 6.2. Advise the Parish Council on hire rates.

7. Other Requirement

- 7.1. Notify the Parish Council of any complaints as soon as they are received.

Adopted by Great Canfield Parish Council at its meeting on Monday 12 October 2020