

# BURSTWICK PARISH COUNCIL

---

## Village Hall Committee Terms of Reference

Burstwick Parish Council as a corporate body are sole Charity Trustees for Burstwick Village Hall.

The village hall operates as a charity and is registered with the Charities Commission. The village hall committee operates within the governance standards for parish councils and is one of the parish councils committees.

### 1. Membership

The committee will be made up of the following:

- Four Parish Councillors, with voting rights, to be appointed annually at the Annual Meeting of the Council in May
- Up to eight non councillor co-opted members with voting rights
- Up to four non councillor co-opted members with non-voting rights (these may be co-opted on for a certain time to deliver a specific project)

The parish council will determine who to co-opt onto the committee.

A non-councillor member may include representatives from current village hall users, Burstwick residents or someone with specific skills that are needed to help the committee.

Non councillor committee members will be co-opted at a village hall committee meeting. Co-opted members with voting rights will need to complete the register of interests and abide by the code of conduct. Once co-opted, non-councillor committee members will serve until they resign.

### 2. Chairman

The Chairman will be one of the four parish councillors appointed to the committee. The chairman will be elected at the Annual Meeting of the Council and will serve for one year.

### 3. Quorum

Meeting shall be quorate with six present, made up of two parish councillors and four non-councillor members with voting rights.

### 4. Meetings

Meetings will be called by the village hall clerk. The committee will meet up to 6 times a year. Three clear working days' notice will be given before the meeting. An agenda will be posted on the parish council website, noticeboard and emailed to committee members.

Committee meetings are open to the public and press.

Minutes of the meeting will be taken by the village hall clerk, signed by the Chairman and kept in a separate book.

Decisions will be taken by a show of hands, in the event of a tie the Chairman will have the casting vote.

Parish Council Standing Orders will apply during meetings.

## **5. Powers**

This committee has delegated powers to cover the management and day to day running of the village hall and to ensure that the hall meets its charitable objects. The committee cannot make decisions on behalf of the parish council except where stated in these Terms of Reference. The committee is authorised to spend its approved annual budget without further reference to the parish council; however any spending greater than £2,000 in a single month must be authorised by the parish council.

## **6. Responsibilities**

1. Maintain the village hall to an appropriate standard
2. Meet all relevant health and safety requirements for visitors, hirers and staff
3. Liaise with the village hall clerk to ensure problems are addressed or discuss improvements that could be made
4. Deal with any complaints from hirers, liaising with the village hall clerk as appropriate
5. To agree an annual budget to cover running costs and maintenance
6. Review hire charges annually
7. Review hirer agreement annually
8. Monitor finances to ensure that actual income covers planned expenditure
9. To develop an annual action plan that highlights short, medium and long term projects
10. To work closely with the village hall clerk, so they are aware of the committees requirements as to work needed
11. To consider quotations for work needed
12. To review risk assessment annually and to have adequate insurance cover for the building
13. To fund raise to support the charitable objects
14. To promote the hall to encourage usage

## **7. Finance**

1. Banking will be through a separate Burstwick Institute Management Committee account
2. The Village Hall Clerk will be the Primary User of the Business Internet Banking service and will have access to the village hall online accounts. They will be able to make payments solely and will be able to delegate access to other users if needed
3. The Primary User will be permitted to apply for a business credit card, accept credit card conditions and enter into a credit agreement.
4. There will be four bank signatories – 2 parish councillors, 1 voting non-councillor and the Village Hall Clerk
5. A separate village hall cash book will be kept by the village hall clerk and this will be shared with the RFO of the council (parish clerk)
6. The accounting year will run from 1<sup>st</sup> April to 31<sup>st</sup> March the following year
7. All receipts must be submitted to the village hall clerk; all cheques and cash received shall be banked as soon as practicable, at least once per month and intact with receipts issued for

cash payments, cheques are made out to Burstwick Institute Management Committee, or BACS payments can be made into the bank account.

8. Cheques must be signed and the stub initialled by two signatories for the account, one must be a parish councillor
9. The village hall clerk will provide a list of payments and receipts to the committee before or at each meeting, this will be shared with the RFO
10. An End of Year Statement of Accounts and bank reconciliation will be submitted to the parish council
11. To ensure end of year accounts are audited in line with requirements
12. To ensure annual return is made to the Charities Commission in line with requirements
13. All monies raised by the village hall committee will be used solely for the ongoing maintenance of the village hall and to support the charitable objects

### **Review**

This document will be reviewed annually as part of the Annual Meeting of the Council in May.