

Haslington Parish Council

Terms of Reference for the Gutterscroft Village Hall Management Committee

Definitions

In this document the following terms have the meanings assigned to them below: -

Chairman	The Chairman of the Committee
Committee	The Gutterscroft Village Hall Management Committee of the Council
Committee Member	Any person participating in the Panel's work under the arrangements set out in the Section headed 'Membership and Quorum'
Member	An elected or co-opted member of the Haslington Parish Council

1. General

- a) The Committee is established to manage, maintain and improve the Village Hall.
- b) The Committee remains a sub-committee of Haslington Parish Council. Its recommendations must be approved by the full parish council prior to action being taken. (Other than devolved powers on expenditure, see section 2e)
- c) The Committee has three broad areas of responsibility
 - i. Finance
 - ii. Maintenance
 - iii. Lettings
- d) The Committee will meet no less than once per quarter.

2. Finance

- a) The Committee will set a budget for each financial year (1 April – 31 March in accordance with the Parish Council year)
- b) The Budget set will be approved by full council.
- c) The Committee uses a separate account under the Parish Council bank account for the purposes of the Village Hall, which is maintained by the Clerk and audited in conjunction with the Parish Council.
- d) The Committee shall decide and recommend for approval any change in hiring charges, which will be determined annually.
- e) The Committee through the Clerk have delegated powers of up to £500 expenditure per month without the need for prior Parish Council approval. (This is listed in Haslington Parish Councils financial regulations)

3. Maintenance

- a) The Committee shall be responsible for the day-to-day maintenance of the village hall.
- b) Haslington Parish Council provide Buildings, Contents and liability insurance as appropriate.
- c) The Committee will ensure the facility is kept properly maintained with regular internal cleaning.
- d) To monitor and ensure the essential supplies are available for hall hirers.
- e) To select and appoint suppliers for regular maintenance of the village hall and for the services of lights, utilities and Health and Safety Checks.

4. Lettings

- a) The Committee will designate keyholders, including the Parish Clerk and supervisors.
- b) The Committee shall be responsible for all lettings via the Committee chair and will arbitrate any disputes.
- c) The Committee will determine the conditions of hire and review them on a regular basis.
- d) The Committee shall ensure that all necessary Entertainment, music and alcohol licences are obtained to comply with the current statute.

5. Membership and Quorum

- a) The Committee shall consist of up to 6 Members
- b) 4 of these members shall be elected from Members of the Council.
- c) 2 members of the public are allowed to join the committee but do not have voting rights.
- d) The Committee shall appoint one of the members to be the Committee's chairman as the committee's first item of business once it meets following the formation of the committee at the annual meeting of the Council.
- e) The Chair of the committee must be a serving member of the Council.
- f) Any meeting shall be deemed quorate with the presence of 3 Council members.
- g) The Chair and Vice chair of the Council are ex-officio members of all committees which entitles them to attend meetings and participate in the work of the committee.

Approved at the monthly meeting of the Council on 5th June 2023.