

## Revised Community Hall Committee Terms of Reference

The Parish Council reviewed and approved these terms of reference at its meeting on 6<sup>th</sup> October 2022

### Abbreviations used:

PC - Strumpshaw Parish Council

CHC - Community Hall Committee

Hall - Strumpshaw Community Hall

Site - the car park, paths and grounds surrounding the Hall , the perimeter fences, trees, hedges and Mill Road roadside verge adjoining the property. (Note: this expressly excludes the allotments, the allotment shed and the fences surrounding the allotments).

The PC owns the Hall and the grounds in which it stands which are for the benefit of the community. The CHC has been established to manage the Hall and Site and to run events for the community with the aims of covering running costs and further developing the facilities.

### 1. Structure

The CHC is formally a sub committee of the Finance Committee of the PC.

### 2. Membership

2.1.The CHC consists of up to seven members, of whom at least one must be a Parish Councillor.

2.2.Prospective members of the CHC can be proposed by either the PC or the CHC and, if agreed, appointed by the PC.

2.3.Members of the Committee are volunteers and are covered by the PC's volunteer policy.

### 3. Chairperson

3.1.The CHC shall appoint its Chairperson at the first formal meeting of the CHC in each financial year, which runs from 1 April to 31st March.

### 4. Quorum

4.1.Formal CHC meetings will be quorate if at least 3 members are present, including a parish councillor, and participate in the meeting.

4.2.If a formal meeting becomes inquorate no business shall be transacted and the meeting shall be closed.

### 5. Responsibilities

5.1. The CHC is responsible for:

- 5.1.1. The maintenance, upkeep, and where appropriate, development of the Hall and the Site.
- 5.1.2. Developing, maintaining and monitoring a plan and budget for the Hall and Site, including income, expenditure and reserves, subject to approval by the PC.
- 5.1.3. Recommending terms and conditions of use and charges for hiring the Hall to the PC.
- 5.1.4. Pro-actively promoting the Hall and seeking users, arranging events at the Hall to raise funds, and encouraging community cohesion.
- 5.1.5. Establishing, managing and regularly updating a website and social media outlets to further the aims set out in 5.1.4 above.
- 5.1.6. Ensuring that a booking system is provided, operated and maintained.
- 5.1.7. Arranging that hirers are met at the Hall prior to the initial hire to manage their hires.
- 5.1.8. The cleaning and maintenance of the Hall and Site and the maintenance of equipment to the satisfaction of the CHC and PC.
- 5.1.9. The Health and Safety of the Hall and Site users and any staff, making sure that the Hall and Site, their equipment and substances used are safe for the purposes for which visitors are expected to use them. This responsibility does not extend to risks created by the work activities of those who maintain the Hall and Site or those who attend activities organised by those who use the Hall and Site.
- 5.1.10. Ensuring the PC's safeguarding policy and necessary DBS checks are implemented.
- 5.1.11. Noting that banners to publicise initiatives that are of benefit to the parish may be displayed at the Hall and Site for a maximum of two weeks and taken down on the day of the event.
- 5.1.12. Maintaining access for allotment holders with or without vehicles, including access to water from the tap outside the Hall, and informing them if a large event is being held at the Hall and Site.
- 5.1.13. Monitoring and repairing any damage to the allotment shed caused by Hall hirers.
- 5.1.14. Having authority to spend the sums in the budget approved by the Parish Council on the items identified in the budget provided there is sufficient income in the Community Hall operational account.
- 5.1.15. Having authority to decide expenditure of up to £500 in a financial year on operational items not identified in the budget to ensure the safe and efficient operation of the Hall and Site subject to regular reporting to the PC provided there is sufficient income in the Community Hall operational account.
- 5.1.16. Establishing and managing a reserves fund from surplus Hall income from which payments to maintain, enhance, redecorate and equip the Hall and Site can be paid in future years.
- 5.1.17. Maintaining accounts of income, expenditure and reserves which form part of the PC accounts.
- 5.1.18. Through the CHC Chairperson, liaising with the Parish Clerk to ensure appropriate insurance cover is procured by the PC for the insurable risks relating to the Hall and Site. The Parish Clerk will notify the CHC Chairperson

as soon as practicable after the terms, conditions and proposed premium are received for renewal to the intent that the Parish Clerk and CHC Chairperson will work together to agree suitable terms, conditions and premium prior to the renewal date.

5.1.19. Reporting regularly to formal PC meetings through the Parish Councillor(s) on the CHC and the CHC Chairperson. It is intended that the CHC Chairperson will provide an operational report at each formal meeting covering the following items:

5.1.19.1. hiring and events;

5.1.20.2. financial update;

5.1.20.3. items for the PC's approval, agreement or decision;

5.1.20.4. minutes from formal CHC meetings.

## **6. Committee meetings**

6.1. Formal meetings of the CHC must follow the practice for the PC. 6.2. Members of the public must be informed of the formal CHC meetings and be invited to attend if they wish.

6.3. Agendas for the formal meetings of the CHC must be advertised in public at least three working days in advance of any meeting, including the place, date and time of the meeting.

6.4. The CHC will hold formal meetings in April and September of each year and at such other times as the Chairperson shall deem appropriate. Any two members of the CHC may call an extraordinary meeting at any time. The provisions of section 6d of the PC's Standing Orders would apply.

6.5. In addition the CHC may hold informal 'working' meetings to discuss the operation of the Hall and Site to which section 4 and paragraphs 6.3 and 6.4 will not apply.

## **7. Standing orders and Financial Regulations**

7.1. The PC's Standing Orders and Financial Regulations apply to the CHC other than for informal 'working' meetings of the committee.

Membership as of 29 September 2022:

Sarah Cartwright (Chairman)

Mark Hopkins

Bob Hunt

Lynda Hunt

Tina McAulay (PC)

2 x vacancies