

Village Hall Working Group

Terms of Reference

Objectives of the Working Group

To assist the Parish Council in its role as trustee by supplying its expertise
To manage the village hall and the Village Hall Trust under these Terms of Reference

Membership

The working group shall consist of Roger Clark and Phyllis Clark and such other members as may from time to time be appointed.

Decision-making

The working group may use its powers if a majority of its members agree to do so.

Powers delegated by the Parish Council, as trustee, to the working group

The working group shall have the following powers and purposes

A For day to day management of the hall and its surroundings:

1. To use funds from the Village Hall Trust bank account to manage the routine use and maintenance of the hall, that is,
 - routine maintenance including cleaning and window-cleaning
 - servicing of equipment such as fire extinguishers
 - replenishing consumables such as cleaning materials, paper towels and toilet roll
 - meeting bills for utilities
 - purchases of equipment and paying for routine and minor repairs up to a total cost of £600 in one financial year (expenditure exceeding this limit to be approved by the trustee)
2. To manage the use of the hall by hirers and others, to include steps such as obtaining a signed hire contract and taking deposits and/or payment.
3. Holding keys to all secured areas belonging to the trust.
4. Controlling access to the hall and any locked areas by anyone other than the trustee and its proper officer.
5. Monitoring the condition of the Hall, its contents and installations and any trust property outside the hall.
6. Advising the trustee of any proposed or actual changes to booking fees or booking arrangements
7. Managing the trust's email account and communications on behalf of the trust including advertising, promotion and social media presence

B For major works

1. Advising on and alerting the trustee to the need for major works, improvements or non-routine repairs.
2. Making applications for grants on behalf of the trust and keeping the trustee advised as to progress.
3. Assisting in obtaining quotations and in choosing a contractor.
4. Assisting in the management of major works.

C To assist the trustee in meeting its legal and fiduciary obligations

1. Keeping accounts for the trust including receiving bank statements.
2. Making accounts available for auditing by a duly-appointed auditor.
3. Completing and submitting returns as required by the Charity Commission.
4. Holding copies of documents relating to the trust including the founding document, annual accounts, banking correspondence, Charity Commission returns and communications with the Charity Commission and others.
5. Provide a regular report to the trustee on bookings, finances and all other matters pertaining to the Village Hall Trust.
6. Holding the login username and password and any other information giving access to the trust's Charity Commission entries and keeping the trust's entries up to date.
7. Bringing to the attention of the trustee any matter which in its opinion is significant enough for the trustee's attention or which is not covered by the delegated powers.

Powers and duties of the Parish Council as Trustee

The Parish Council as sole managing trustee remains responsible for matters which have not been delegated by these terms of reference or which by law cannot be delegated. These include but are not limited to

1. Ensuring that the trust complies with relevant legislation including the requirements of the Charity Commission.
2. Holding originals or (in the absence of originals) copies of documents relating to the trust including the founding document, annual accounts, banking correspondence, communications with the Charity Commission and legal advisers, and resolutions of the trustees.
3. Determining the trust's banking, accounts and auditing arrangements
4. Holding keys to all secured areas of trust property
5. Holding the login username and password and any other information giving access to the trust's Charity Commission entries
6. Approving expenditure on repairs and equipment costing together more than £400 in a single financial year
7. In relation to major works, selecting a contractor with the assistance of the working group and managing payment (including deciding whether costs should be met by the Parish Council or the trust).
8. Arranging insurance of trust assets.
9. Arranging grass-cutting, weed control and grounds maintenance.

These terms of reference shall be reviewed approximately every two years and whenever the membership of the Working Group changes.