

Broxted Parish Council Village Hall Committee

Terms of Reference

Purpose of the Committee

The council as a corporate body is the trustee of the Village Hall Charitable Trust (registered charity number 301267, “Village Hall”). Responsibility for decision-making and oversight of the Trust remains with the council as a whole and cannot be delegated to this committee.

To avoid any confusion, it is stated here that members of the committee are not, as individual persons, trustees of the Village Hall Trust. The council as a whole is the trustee.

The committee’s powers, responsibilities and purposes

Purposes and Powers:

1. To carry out the council’s duties as trustee to the extent that those can, by law, be delegated.
2. Its duties shall include:
 - 2.1 Selecting a contractor with the assistance of the working group and managing payment (but the council as a whole shall decide whether costs should be met by the Parish Council or the trust);
 - 2.2 Assisting in arranging insurance of trust assets, e.g. by obtaining up-to-date valuations;
 - 2.3 Arranging grass-cutting, weed control and grounds maintenance and managing paymentand other duties specified from time to time by the council as trustee
3. The committee has power to approve expenditure on repairs, maintenance and the purchase of equipment costing together less than £2,000 in a single financial year.
4. The committee has the same powers as the Village Hall Working Group and may exercise these at its discretion or at the request of the Working Group.

Duties:

5. To refer the matter to the full council where any doubt arises as to whether the committee has sufficient powers to take any proposed step
6. To identify and advise the council of any matters which should be brought to its attention as trustee, including any conflicts of interest, or potential conflict, which may arise between the council in its role as trustee and the council as a public authority.
7. To take decisions about the administration and operation of the charity solely with a view to furthering its charitable purposes and for no other purpose.
8. The committee may not delegate the discharge of its functions.

The committee shall operate as follows:

1. The committee shall elect a Chair at its first meeting
2. There shall be no fewer than three members appointed to the committee and the quorum shall be three. In the event of an equality of votes the matter must be referred to the full council as trustee.
3. Members of the committee must be serving councillors, due to the requirements of the founding document of the charity.
4. Public notice of at least three clear days shall be given of committee meetings. Meetings shall be open to the public. The Standing Orders of the council shall apply to meetings of the committee, so far as they are relevant.
5. The committee shall meet at least once in each quarter unless the council resolves otherwise
6. An agenda shall be issued for the meeting and minutes taken, which shall be received where practicable by the next meeting of the council. The minutes shall include a record of any decisions taken by the committee, a summary of the Working Group's report and a note of the Village Hall Trust's financial position.
7. The committee's terms of reference shall be reviewed approximately every two years by the council and approved by resolution.

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