

## 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

To report to the Village Hall Committee at least quarterly

#### **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.

#### **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 either by the Village Hall Committee if it does not exceed £2,000, or 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. To hold keys to all secured areas belonging to the trust.
4. To control access to the hall and any locked areas by anyone other than the Village Hall Committee, the council-trustee and its proper officer.
5. To monitor the condition of the Hall, its contents and installations and any trust property outside the hall.
6. To advise the Village Hall Committee of any requirement, or proposal, to change booking fees, the terms of hire, or booking arrangements
7. To manage the charity's email account and communications on behalf of the charity including advertising, promotion and social media presence

## **B For major works**

1. The working group shall advise and alert the Village Hall Committee to the need for major works, improvements or non-routine repairs.
2. The working group has powers to make applications for grants on behalf of the charity and shall keep the Village Hall Committee advised as to progress.
3. It shall assist in finding contractors at the request of the trustee
4. It may obtain quotations and estimates for proposed work on its own initiative
5. It may assist in the management of major works

## **C To assist the Trustee in meeting its legal and fiduciary obligations, if requested by the Trustee, by:**

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, communications with the Charity Commission and legal advisers, and resolutions of the trustees.
5. Providing a report at least once in each quarter to the Village Hall Committee, on bookings, finances and all other matters pertaining to the Village Hall Trust.
6. Bringing to the attention of the Village Hall Committee any matter which in its opinion is significant enough for the Village Hall Committee's attention or which is not covered by the powers of the Working Group.

## **Powers and duties of the Parish Council as Trustee**

The Parish Council as sole (corporate) trustee remains responsible for matters

- (a) which have not been delegated either by these terms of reference or to the Village Hall Committee, or
- (b) 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 Trustee.
3. Determining the trust's banking, accounts and auditing arrangements
4. Arranging insurance of trust assets
5. Holding keys to all secured areas of trust property
6. Holding the login username and password and any other information giving access to the trust's Charity Commission entries
7. Approving expenditure on repairs and equipment costing together at least £2,000 in a single financial year and deciding whether costs should be met by the Parish Council or the trust.

At its discretion the council may exercise any power delegated to the Working Group or the Village Hall committee.

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