

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. 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 trustees of the Village Hall Trust. The council as a whole is the trustee.

The committee's powers, responsibilities and purposes:

1. To assist and advise the council in its role as trustee:
 - 1.1. In relation to major works, 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);
 - 1.2. Assisting in arranging insurance of trust assets, e.g. by obtaining up-to-date valuations;
 - 1.3. Arranging grass-cutting, weed control and grounds maintenance.
2. To meet at least quarterly to receive the Working Group's report.
3. 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.
4. To make decisions in the best interests of the charity and its beneficiaries, that is, local residents.
5. The committee may not delegate the discharge of its functions.
6. It may approve expenditure on repairs and equipment costing together more than £600 but less than £2,000 in a single financial year.
7. The committee has the same powers as the Village Hall Working Group. It may exercise these if the Working Group requests it and at its discretion.

The committee will 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 trustee.
3. Non-councillors may be members of the committee but shall not have voting rights and shall not therefore be considered when establishing whether there is a quorum
4. Public notice of at least three clear days shall be given of committee meetings
5. An agenda shall be issued and minutes taken, which shall be received by the next meeting of the council. The minutes shall include a record of any decisions taken by the committee and a note of the Village Hall Trust's financial position.
6. The committee's terms of reference shall be reviewed approximately every two years.