

North Mundham Parish Council

Village Hall Management Committee Terms of Reference

Adopted by North Mundham Parish Council on 7th May 2013

1 Objective

- 1.1 To manage the Village Hall in accordance with the Local Government Act 1972 as amended by Section 13 of the Local Government and Housing Act 1989, and as specified by the Parish Council and Community Regulations 1990.

2 Composition

- 2.1 The Committee will be appointed annually at the Annual Meeting of the Parish Council.

- 2.2 The Committee shall consist of:

- A minimum of two and a maximum of three councillors
- A maximum of 6 representatives of regular users' organisations
- A maximum of 6 other co-opted members.

- 2.3 All members appointed to the Committee shall be entitled to vote at meetings of the Committee.

- 2.4 No business may be transacted at a meeting unless at least one third of the whole number of the committee are present, to include at least one councillor and in no case shall the quorum of the meeting be less than three.

- 2.5 The Committee shall appoint a Chairman, Secretary and Booking Secretary. The Chairman of the Committee shall be one of the councillors. The function of Booking Secretary may be assigned to a contractor.

3 Governance

- 3.1 The Committee is a committee of the Parish Council and is subject to the mandatory requirements of the Parish Council's adopted Standing Orders for Committees. For the avoidance of doubt, this means that all members of the Committee are bound by the Parish Council's Code of Conduct and are required to complete the register of interests.

- 3.2 Any dispute which cannot be resolved within the committee shall be referred to the Parish Council for resolution.

- 3.3 These terms of reference are to be reviewed at the Annual Meeting of North Mundham Parish Council.

4 Duties of the Committee

- 4.1 The Committee shall decide the frequency of its meetings.

- 4.2 The Chairman of the Committee shall report to the Parish Council at its regular meetings.
- 4.3 The Committee will be responsible for the management of North Mundham Village Hall, and in particular:
 - 4.3.1 To ensure the facilities are available primarily to residents of the Parish of North Mundham, and secondly, when not so required, to others at the discretion of the Committee.
 - 4.3.2 To decide and operate a scale of fees and charges for the use of the premises, with the object of managing expenses within income.
 - 4.3.3 To define Rules and Regulations to be observed by users of the Hall.
 - 4.3.4 To ensure that funds are available to meet expenditure for which the Committee is responsible, as defined in Annex A - Village Hall Upkeep Responsibilities.
 - 4.3.5 To undertake the Management Committee's responsibilities for upkeep as set out in Annex A – Village Hall Upkeep Responsibilities.

5 Financial Management

- 5.1 All income and expenditure in connection with the Hall is to be administered by the Clerk to the Parish Council through a separate account or accounts in the name of the Village Hall Management Committee.
- 5.2 Should the Committee decide at any time that capital expenditure is required on the premises, for which the Parish Council is responsible as defined in paragraph 1 of Appendix A –Village Hall Upkeep Responsibilities, then the Committee shall submit an application to the Parish Council in sufficient time for provision to be made in the next annual budget.
- 5.3 Cheque signatories shall be any two members of the committee who are also parish councillors, or in default any other parish councillors.