

## 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.

## **Village Hall Upkeep Responsibilities**

### Parish Council

1. The Parish Council is responsible for:

- the maintenance of the external paintwork and decoration of the building
- the repair or renewal of structural and fixed items and for the replacement of any working apparatus beyond economic repair, as listed in Appendix 1 - Inventory
- maintaining the premises in good and tenable repair except where this is the responsibility of the Village Hall Management Committee as defined below.

### Village Hall Management Committee

The Village Hall Management Committee is responsible in general not to permit or suffer the property or any of the items in the inventory to deteriorate.

The Village Hall Management Committee is responsible in particular for:

- maintaining the internal decorative condition throughout the property
- keeping the drains free from obstruction
- replacing all broken glass in the windows
- keeping electrical and other working apparatus in good and safe working order.

Additionally, the Village Hall Management Committee is to:

- arrange with the Parish Council to inspect the Village Hall internally and externally at least quarterly
- inform the Parish Council of any defect for which the Parish Council is responsible under paragraph 1 of this Appendix
- arrange and pay for the annual servicing of the gas boiler and the periodic inspection of the electrical distribution system
- arrange the cleaning and re-fixing, where necessary, of the wooden floor blocks, vinyl and quarry tiles
- ensure that users of the Hall pay for any damage caused during their period of hire.

Appendix 1 to Annex A  
Village Hall Management Committee  
Terms of Reference  
Village hall Upkeep Responsibilities

## **Inventory**

The Inventory excludes any part of the Pavilion and field store.

### Fixed items

Walls, ceilings, roof and rainwater goods

Doors, windows, hatches, skylights, partitions and all associated frames and fittings

Floors, including wood blocks, vinyl, carpet and quarry tiles.

Cold water service, drainage and plumbing system, sanitary fittings including three urinals

Electrical distribution system including the Village hall meter, circuit breakers, fuse boards, residual current devices (RCDs), switches and installed wiring

Joinery items to include fitted cupboards in kitchen, boiler room, no 5 store, work surfaces in kitchen and ladies' cloakroom, shelves in no 2 and no 4 store, battens and coat hooks in foyer

Such other structural or fitted items which may be added in subsequent refurbishments

### Electrical and other working apparatus

Gas central heating system including boiler, all radiators and associated pipework

Light fittings, including the emergency lighting system and external sensor-operated lighting system

Two extractor fans in the kitchen

Security alarm system

Two water heaters in kitchen and three in the cloakrooms

Two hot air hand dryers in cloakrooms

Such other electrical items and other operational systems as may be added in subsequent refurbishment.