

LAUNTON PARISH COUNCIL

Parish Hall Management Committee

Terms of Reference

DRAFT – 16 January 2024

Purpose

The Committee will act on behalf of the Parish Council in respect of all aspects of maintenance (up to a value of £xx), budget, governance, risk assessment and letting of the Parish Hall.

Greater expenditure will be referred to the Parish Council for consideration but with recommendations from the Management Committee.

Committee Structure

The Committee will comprise [to be decided – suggestions below]:

- at least two Councillors
- one representative from the Parochial Church Council
- at least five village representatives and
- the Clerk to provide administration and operational guidance.

As provided in Standing Orders (section 4), a Chair of the Committee will be elected from the members of the Committee at the first meeting and thereafter following every Annual Meeting of the Parish Council.

The Committee shall meet at least quarterly and will abide by the meeting requirements provided in Standing Orders.

The quorum for the Committee shall be no less than three (Standing Order 4. viii.).

All members of the Committee shall have voting rights; the Chair of the Committee shall have a casting vote.

All members of the Committee will be allocated launton-pc.gov.uk email addresses, will comply with the GDPR and will sign a GDPR declaration.

Authority

The Committee is authorised by the Council to manage any activity within the Operational Responsibilities below.

The Committee is authorised by the Council to obtain professional advice and to secure the attendance of anyone it considers has relevant experience, expertise or knowledge with the agreement of the Council.

Where a decision is needed prior to a Committee meeting, and this can clearly be justified, a decision can be made on behalf of the Committee by the Chair and Vice-Chair of the Committee in conjunction with the Clerk. Wherever possible, Committee members should be consulted electronically first.

Operational Responsibilities

The Committee will have the following duties and shall be empowered within the current structure to:

- a. monitor the guidance on village halls and ensure legal compliance;
- b. initiate any new facilities within the Parish Hall; the costs of any new facilities are to be within the annual agreed budget;
- c. ensure that it is the Clerk, as Proper Officer, who makes any orders;
- d. provide Full Council with the information required for the setting of the hall management budget in November prior to the full budget setting process;
- e. ensure all quotations for work to be carried out in the Parish Hall are within the annual agreed budget or, if outside the budget, are agreed with Full Council;
- f. monitor and ensure that expenditure is in line with the budgets approved by the Council, in consultation with the Clerk / RFO;
- g. review the Hall rental fees annually and submit any proposed amendments by October in order that projections can be included in the budget and proper notice given when they come into effect the following April;
- h. review the Parish Hall hire agreement terms and conditions together with any other management policies at least every two years and submit any proposed amendments to Full Council for formal adoption;
- i. consider the medium/long term development of the Parish Hall and keep Full Council informed so that appropriate financial planning can be put in place;
- j. liaise with the Clerk regarding the maintenance of equipment including Portable Appliance Testing (PAT) of electrical goods, fire extinguisher annual testing, first aid kit renewal and annual heating servicing;
- k. review Health and Safety Assessment and annual risk assessments;
- l. ensure Hall user forms are collected and saved, according to GDPR restrictions;
- m. maintain a key log – record of key holders;
- n. ensure adherence to the Council's policies regarding Parish Hall use and access.

Reporting Procedures

The Chair of the Committee in conjunction with the Clerk shall produce a short, written, report for circulation to all councillors for the following Full Council meeting. Where this is not practical, the Chair shall give a short verbal report in place of the written report.

The Chair and the Clerk shall ensure that any specific matter which requires the consent of Full Council shall be placed on the Full Council Agenda as a separate item.

Agreement of Policy

This policy was adopted at a meeting on xx (minute reference xxx) and will be reviewed in two years or sooner should legislation dictate.