

# LAUNTON PARISH COUNCIL

## Parish Hall Management Committee

### Terms of Reference

**May 2026**

#### **Purpose**

The Committee will act on behalf of the Parish Council in respect of all aspects of maintenance (up to a value of £500), 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:

- at least two Councillors;
- one representative from the Parochial Church Council;
- at least three and no more than five representatives from the village and/or Hall users.

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. Committee members will be elected on an annual basis.

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 after consultation 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. if agreed by the committee, individual committee members may purchase small items up to a value of £100, which will be reimbursed by the Council if a receipt is provided;
- d. ensure that it is the Clerk, as Proper Officer, who makes any orders for items not purchased under provision (c) above;
- e. provide Full Council with the information required for the setting of the hall management budget in November prior to the full budget setting process;
- f. 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;
- g. monitor and ensure that expenditure is in line with the budgets approved by the Council, in consultation with the Clerk / RFO;
- h. monitor the Hall cleaning procedures, including purchase of materials;
- i. 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;
- j. 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;
- k. 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;
- l. 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;
- m. review Health and Safety Assessment and annual risk assessments;
- n. appoint a member to control the Hall Booking system (online system to be purchased in due course);
- o. ensure Hall user forms are collected and saved, according to GDPR restrictions;
- p. maintain a key log – record of key holders;
- q. ensure adherence to the Council's policies regarding Parish Hall use and access.

## **Reporting Procedures**

The Chair of the Committee 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 7<sup>th</sup> May 2026 (minute reference 7/5/26 13.f) and will be reviewed in two years or sooner should the Parish Council wish or legislation dictate.