

BOUGHTON UNDER BLEAN PARISH COUNCIL

Village Hall Management Committee **Terms of Reference**



Adopted: 14th June 2017

Last reviewed & updated: July 2023

Next review: May 2024

Committee

1. The Village Hall Management Committee is constituted as a Standing Committee of Boughton under Blean Parish Council. The committee is established to manage and maintain the Village Hall on behalf of the Parish Council. The Committee is authorised on behalf of the Council (as sole trustee of the Boughton under Blean Village Hall charity 257525) to oversee the day-to-day running of the hall, and to deal with and to do all such things as may be necessary or expedient for the good management and business of the village hall.
2. The Committee sets out its Terms of Reference to be used in conjunction with the Trust Deed of Boughton under Blean Village Hall.
3. The Committee shall consist of a minimum of 3 Parish Councillors who will be elected annually at the Annual Council Meeting as voting members. If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting. A further 14 representatives may be elected/co-opted by the committee from regular users/village organisations and will have full voting rights (subject to clause 9 below).
4. The quorum of the Committee shall be three Members. Full council can remove any council member or co-opted member from the Committee at any time (having shown good reason for such removal if mid-term).
5. The Chairman of the Committee will be elected annually by the Committee at the first meeting of the committee following the Annual Council Meeting. The Chairman of the Committee must be a member of the Council, however it is not necessary for it to be the Chairman of the Council.

Meetings

6. The Committee will meet as the workload requires or at least quarterly, with a minimum of 3 clear days notice given.
7. All Councillor members must declare interests on agenda items in line with the Code of Conduct as adopted by Boughton under Blean Parish Council.

8. The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders.
9. Only appointed Committee members may vote and participate at a meeting. All financial related matters may only be voted on by members of the Parish Council. Non-member councillors and members of the public may attend and speak at meetings during public participation. In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.
10. The minutes of the meetings will be approved at the next meeting of the Committee. If the Committee does not meet before the next full council meeting the draft minutes will be presented at the full council meeting. The draft minutes will be published on the Council's website as soon as possible after the meeting, these will be replaced with the approved minutes when available.
11. The duration of the Committee's meeting will be for a maximum of 2 hours unless a resolution is passed to extend the meeting for a further 30 minutes after which any unfinished business will be taken at the beginning of the next Village Hall Management Committee meeting.

Finance & Administration

12. The Committee will have overall responsibility for the management of the village hall in accordance with legislative requirements, regulations and guidelines.
13. The Committee is empowered to authorise financial transactions in accordance with its Financial Regulations.
14. To exercise the powers of delegated duties of the VHMC during urgent situations.

Staffing

15. The Committee is authorised to appoint staff as may be required.

Documentation

16. All council policies including standing orders will apply to this standing committee (unless amended by these Terms of Reference). This Committee may additionally set out/amend its own policies, which will be recommended to the Council for approval. Where the Committee has set its own policy, this supersedes any similar policy of the Council.
17. The Committee will review these Terms of Reference each year at the meeting prior to the Annual (or First) Council Meeting and when necessary, recommend any changes to the Council for approval.