

# **BOUGHTON UNDER BLEAN PARISH COUNCIL**

## **Village Hall Management Committee** **Terms of Reference**



Adopted: 14<sup>th</sup> June 2017

Last reviewed & updated: May 2024

Next review: May 2025

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### Committee

1. The Village Hall Management Committee (VHMC) is constituted as a Standing Committee of Boughton under Blean Parish Council. It is established to undertake the day to day management of the Village Hall.
2. These Terms of Reference are 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. Non councillor members may be co-opted to the Committee and will have full voting rights (subject to clause 9 below).
4. The Chairman of the Committee must be a Parish Councillor.
5. 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).

### 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. All financial related matters may only be voted on by members of the Parish Council.
10. Non-member councillors and members of the public may attend and speak at meetings during public participation.
11. 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.
12. The duration of the Committee's meeting will be for a maximum of 2 hours in line with the Council's Standing Orders, 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

13. The Committee will have overall responsibility for the day to day management of the village hall in accordance with legislative requirements, regulations and guidelines.

14. The Committee is empowered to authorise financial transactions on behalf of Boughton under Blean Village Hall using a bank account in the same name. It does not have authority to authorise financial transactions using Parish Council finances.

#### Delegated authority

15. The Parish Council has delegated authority to the VHMC under the Local Government Act 1972 section 101 to undertake the following matters:
- To appoint staff as required
  - Day to day administration of services for the village hall
  - Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the VHMC, but not correspondence requiring an opinion to be taken by the VHMC, Council or Trustee.
  - Authorisation of routine expenditure in accordance with Financial Regulations
16. In urgent situations, the VHMC has delegated authority to undertake the following matters on behalf of the Council (with the written agreement of two VHMC councillor committee members, approaching the VHMC Chairman and one other VHMC councillor committee member in the first instance)
- Maximum spend of £1,000.00 per payment (online banking or cheque)
  - Renewal of annual insurance payment
  - Reimbursement of any deposits for hiring the hall, to such as are owed this amount and where no holding back of deposit is proposed, for not meeting the hiring terms and conditions as agreed by the committee.
  - Transacting the normal business of the VHMC

#### Documentation

17. All council policies including standing orders will apply to this standing committee (unless amended by these Terms of Reference).
18. 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.