



Village Hall Management Group Terms of Reference

Adopted on March 20th 2023

Role

1. The Village Hall Management Group (VHMG) regularly visits the hall and meets with Parish Council staff to ensure the hall is being managed and ran effectively. The Parish Clerk is responsible for managing the hall.

Members

2. Councillors will be elected as members of the VHMG at the annual meeting of the Parish Council, and will serve for one year but may be re-appointed.

3. Membership shall comprise three Councillors, the Parish Clerk, the Administration Assistant, the Caretaker and up to 2 co-opted members from the community.

Frequency of meetings

4. Meetings will be held quarterly to conduct routine business relating to the management of the Village Hall. Otherwise, meetings may be convened as and when necessary. Meeting notes will be submitted to the next Parish Council meeting for information.

Responsibilities and Areas of Operation

5. The VHMG is responsible for:

a. Monitoring the appearance and condition of the premises and their immediate surroundings, ensuring that they are:

- clean and tidy;
- in good decorative order;
- in a good state of repair;
- secure;
- free of any obvious and significant health & safety hazards;
- maintained in accordance with the terms and conditions of the premises licence;
- used by hirers in accordance with the terms and conditions of hire.

- b. Liaison with the Parish Clerk to ensure that any perceived shortcomings are addressed, and regarding any improvements which could be made.
- c. Investigating and endeavouring to resolve any complaints from hirers or visitors, liaising with the Parish Clerk and/or reporting to Full Council as appropriate.
- d. Carrying out an annual review of the tariffs for hirers; the proposed tariffs for the next financial year are to be submitted to the Full Council by November of the previous year, for approval.
- e. Periodically reviewing the conditions of hire/regular user agreement, submitting any proposed amendments to the Full Council for approval.
- f. Considering the medium/long-term development of the premises, keeping the Council fully informed so that appropriate financial planning can be put in place.
- g. Liaising with the Parish Clerk to ensure that she is fully aware of the group's requirements before quotations are received, and ensuring that all quotations are on a like-for-like basis.
- h. Ensuring that the Parish Clerk obtains quotations or estimates for any non-routine expenditure planned for the next financial year in time for it to be submitted to the Full Council for approval.
- i. Assessing/agreement of the need for unforeseen immediate or short-term expenditure as soon as the issue is identified. (If urgent, without Full Council approval).
- j. Following the Council's Village Hall Free Usage Policy.

6. The VHMG is also responsible for supporting the Parish Clerk, when necessary, in investigating cases of misuse of the Hall or its equipment and determining any required actions.