

## **GOOSTREY PARISH COUNCIL**

### **VILLAGE HALL MANAGEMENT COMMITTEE**

#### **Terms of Reference**

#### **PREAMBLE**

1. The Village Hall Management Committee (VHMC) first met in its present form on 30 January 1997. The revised Structure of the VHMC was agreed by the former Management Sub-committee on 9 September 1996 and the full Parish Council on 8 October 1996.
2. The VHMC will act in accordance with the \*Working Practices Manual\* and the "Agreement relating to the Joint Use of the Goostrey Primary School in the County of Cheshire" dated 19 June 1985 (Ref. J T Kellet, County Hall, Chester, 21.4/RH/SMD/PSR004).

#### **TERMS OF REFERENCE**

3. The VHMC remains a Sub-Committee of Goostrey Parish Council. Its recommendations must be approved by the full Parish Council prior to action being taken (other than devolved powers on expenditure, see below).
4. The VHMC consists of nine (9) members, comprising 3 Parish Councillors, 3 representatives from Goostrey School and 3 representatives from Goostrey VHPFF
5. Any meeting shall be deemed quorate in the presence of 4 members, which must include at least one representative of each of the constituent bodies involved, i.e. Goostrey Parish Council, Goostrey School and Goostrey VHPFF.
6. The VHMC shall elect a Chairman and Vice Chairman at its first meeting following the Annual Meeting of the Parish Council in May each year. VHMC members may also be re-elected as proposed by the constituent bodies.
7. The VHMC has three broad areas of responsibility:
  - a) Finance
  - b) Maintenance
  - c) Lettings

#### **FINANCE**

8. The VHMC shall set a budget for each financial year (1 April – 31 March, in accordance with the Parish Council year).
9. The VHMC uses the Parish Council bank account for the purposes of the Village Hall, which is maintained by the Parish Clerk and audited in conjunction with the Parish Council.

10. The Parish Council shall pay salaried staff from the budget allocated to the VHMC for staffing. The Parish Council's Staffing Committee, together with the VHMC, will review their Contracts and Terms of Employment.
11. The VHMC shall decide and recommend for approval any change in hiring charges, which shall be determined annually.
12. The VHMC, through the Parish Clerk, shall have delegated powers of up to £250 expenditure (excluding salaries) per month without the need for prior Parish Council approval (see Goostrey Parish Council Financial Regulations).

## **MAINTENANCE**

13. The VHMC shall be responsible for the day-to-day maintenance of the Village Hall in accordance with the \*Working Practices Manual\*.
14. The \*Working Practices Manual\* shall be reviewed regularly and any changes agreed by all the constituent bodies (Goostrey Parish Council, Goostrey School and Goostrey VHPFF).
15. The VHMC will be responsible, through the Parish Clerk, for the supervision of any Village Hall employees.
16. The Parish Council provide Contents and Liability insurance as appropriate. Buildings insurance is covered by school's membership of the Department for Education's Risk Protection Arrangement which is paid for by the school.

## **LETTINGS**

17. The VHMC will designate Keyholders, including the Parish Clerk and Village Hall Supervisor(s), and will display a list of Contacts/Keyholders on the main entrance door.
18. The VHMC shall be responsible for all lettings, via the Village Hall Supervisor(s), and will arbitrate in any disputes.
19. The VHMC will determine the Conditions of Hire and review them on a regular basis.
20. The VHMC shall ensure that all necessary Entertainment, Music and Alcohol licences are obtained to comply with current statute.

*Goostrey Village Hall Management Committee (Revision 1b, 8 March 2022)*

## **APPROVAL**

Council Minute 06.23.5.b

## **REVIEW DUE**

June 2024

\* Working Practices Manual – this is under development in consultation with the School, VHPFF and Parish Council.