

# **Church Broughton Community Hall Management Committee**

## **Terms of Reference**

### **1.0 Introduction**

The Parish Council (PC) is the legal owner of the Church Broughton Community Hall (former Methodist Chapel and Schoolroom) and as such is ultimately fully responsible for the building, its use and associated costs. The Parish Council carries insurance to cover Public Liability and the building, but not its contents.

A fundamental objective of the business plan which was drawn up prior to acquisition of the building was that the revenue generated by room hire fees would cover the operating costs. The PC has formed a Management Committee to help achieve this objective and to manage the day-to-day operation of the Community Hall on its behalf. This document specifies the Committee's Terms of Reference.

### **2.0 Specific Tasks of the Management Committee:**

- Ensuring compliance with Health & Safety regulations applicable to Village and Community Halls as defined by the UK Government Health and Safety Executive on [www.hse.gov.uk](http://www.hse.gov.uk), and carrying out risk assessments as may be required to support this
- Managing bookings and ensuring hire fees are paid
- Marketing the hall for hire and proposing changes to the booking fees
- Managing the security of the hall, unlocking / locking up process etc
- Ensuring compliance with rules for hire
- Liaising with nearby residents to avoid disturbances
- Organising minor maintenance and minor improvements
- Maintaining and operating a cleaning rota
- Maintaining an inventory list
- Adopting a safeguarding policy such as developed by Church Broughton Community Led Plan at [www.churchbroughton.com/community-plan-home](http://www.churchbroughton.com/community-plan-home)
- Managing and taking reasonable steps to minimise electricity and water usage, including taking electricity meter readings and setting usage rules
- Proposing an annual budget for approval by the Parish Council and managing within the approved budget

The Committee will not be responsible for major improvements or structural changes to the building. A separate working group is developing options for this and will make recommendations to the PC after appropriate consultation with the Management Committee, user groups and the broader community.

### **3.0 Committee members**

Membership of the Committee is entirely voluntary. However, the Committee must include at least one Parish Councillor, a Chairperson, a Treasurer, a Secretary, and other volunteers as may be required to perform the relevant tasks. The formation of the Committee and Terms of Reference will be reviewed at least annually and must be approved by the PC. The PC reserves the right to dissolve the Committee in the unlikely event that it is deemed necessary.

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### **4.0 Meetings**

Meetings will be held quarterly or more frequently as required. Meetings must include a Parish Councillor and at least three other Committee members to be quorate. Meeting times and agendas must be published, e.g., on the notice board in the Hall and members of the public can attend, although their participation is at the discretion of the Chairperson. Minutes must be kept of all meetings and must be made available for anyone to view either on the Churchbroughton.com website or on request to the Secretary.

### **5.0 Budgeting**

As the original business plan assumed that room hire revenue would cover all operating costs, the budget should include electricity costs, water rates, building insurance, minor maintenance, and replacement of consumables etc. The operating revenue budget should be based on a reasonable assessment of likely revenues from room hire fees and the Hub (community shop). Where actual revenue exceeds operating costs, the surplus income will be held in PC cash reserves for the benefit of the community, e.g., to help fund future maintenance or improvement works on the Hall and ensure its future viability. If there is a deficit to budget, the Management Committee will create an action plan in discussion with the PC to recover the deficit.

### **5.0 Expenditure**

Electricity, water and insurance will be paid directly by the PC. Items which are required to support the Specific Tasks may be bought by any Committee member up to a maximum individual item value of £50, on the condition that a) the cumulative costs in the financial year are within the budget previously approved by the PC and b) the expenditure is also approved by the Treasurer, or Chairperson or PC representative on the Committee. Individual items costing more than £50 may be bought subject to a) and b) and must also have been explicitly identified in the budget approved by the PC. The Treasurer of the Committee is authorised to carry petty cash up to a maximum of £100. Expense claims may be made with the provision of VAT receipts to the Treasurer who will reimburse from petty cash, or alternatively to the PC via the Clerk, who will reimburse with a cheque approved at a PC meeting.

### **6.0 Reporting**

The Management Committee will develop an appropriate auditable monthly report to inform the PC of finance and by exception, any significant issues. Additionally, the Management Committee will develop an appropriate annual report for the year ending in March.