

# **TIBSHELF VILLAGE HALL MANAGEMENT COMMITTEE**

## **TERMS OF REFERENCE 2025**

Approved by the Trustees of Tibshelf Village Hall 11<sup>th</sup> March 2025

Minute No: TTVH009.

To be reviewed annually

### **1 PURPOSE**

The Committee is responsible for the day-to-day management of the village hall, ensuring it operates smoothly, efficiently, and in the best interests of the community. The Committee's role is advisory to the trustees and focused on practical management tasks, including facility use, maintenance, and community engagement. The Committee reports to the Village Hall Trustees.

### **2 OBJECTIVES**

- 2.1 To oversee the day-to-day operations of the village hall and ensure it remains a well-maintained community resource.
- 2.2 To manage bookings, and scheduling of events and activities held in the village hall.
- 2.3 To promote and organise community events, activities, and fundraising efforts to support the village hall's operations.
- 2.4 To advise the trustees on any matters affecting the use or condition of the hall and recommend actions where necessary.
- 2.5 To maintain a safe environment and ensure that all users comply with health and safety regulations.

### **3 MEMBERSHIP**

- 3.1 The Group shall comprise up to seven elected members who will be appointed annually at the Annual Parish Council meeting in May of each year.
- 3.2 Any outside bodies with an interest in the Tibshelf Village Hall shall be invited to appoint 1 representative each to sit on the Committee.
- 3.3 If a named representative of the outside body is unable to attend a meeting, a substitute representative may attend subject to the terms of this Constitution.

### **4 OFFICERS**

- 4.1 At the first meeting in each municipal year a Chair and Vice-Chair shall be appointed from among the Group.
- 4.2 The Chair and Vice-Chair shall be appointed from elected councillors only.

### **5 MEETINGS**

- 5.1 There shall be 6 meetings each municipal year and these shall be arranged and published at the Annual Meeting of the Parish Council in May of each year.
- 5.2 Additional meetings may be called with the agreement of the Chair.
- 5.3 Each meeting will include a financial report as a standing item.
- 5.4 A minimum of three members shall constitute a quorum.

- 5.5 Minutes shall be approved by the committee as a true record at the next meeting and signed by the Chair.

## **6. POWERS OF THE COMMITTEE**

- 6.1 The Committee is delegated with the power to consider issues relating to the management of Tibshelf Village Hall including:

- Facility Management: Ensuring the hall is well-maintained, clean, and operational for community use. This includes managing any repairs, upkeep, and regular inspections.
- Bookings and Scheduling: Overseeing the booking system for the hall, ensuring availability, handling bookings, and managing the calendar of events.
- Financial Management: Collecting rental fees and ensuring accurate records of income and expenditure.
- Community Engagement: Organising and promoting events, activities, and initiatives to increase the use of the hall within the community.
- Health and Safety: Ensuring the hall complies with relevant health and safety regulations.
- The Committee will ensure regular risk assessments, safety checks, and ensure all users follow safety guidelines.
- Fundraising: Planning and organising fundraising events or initiatives to support the ongoing maintenance and development of the hall.
- Reporting to Trustees: The Committee will provide an annual update to the Village Hall Trustees, reporting on financial status, usage, events, and any issues that require trustee input or decision.

- 6.2 The Committee is delegated with the power to make decisions within the Village Hall budget as per the following Financial Regulation:

- the Full Council for all items over £5,000
- a duly delegated committee of the council for items over £1000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000.

Any decisions made will be taken to the next Full Council meeting for noting.

## **7. Reporting and Accountability**

- 7.1 The Committee operates under the authority of the Village Hall Trustees and will:

- Report to the Trustees at least annually on the hall's activities, finances, and any significant developments.
- Keep the Trustees informed of any major issues, maintenance needs, or decisions that may require their approval.
- Provide minutes of meetings to the Trustees.

## **8. Decision-Making and Delegation**

While the Committee is responsible for managing the hall's day-to-day operations, it has no legal or financial responsibilities beyond the operations it manages. Decisions regarding major repairs, changes in policy, hire fees or significant expenditure should be referred to the Trustees for approval.

**9. VOTING**

- 9.1 Ex-officio members shall be full voting members.
- 9.2 A member of the Council who is not appointed to a committee is free to attend a meeting of that committee as would a member of a public. He has no right to participate in the meeting unless a member of the public also has the same rights.
- 9.3 Non-councillor Members of the Village Hall Management Committee may vote on all issues relating to the management of the Tibshelf Village Hall.