



West Winch Hall Committee Terms of Reference

It is to run by a committee of the Parish Council under the name “West Winch Village Hall Committee” which consists of nominated Parish Councillors, the responsible finance officer, and local volunteers under the following Terms of Reference:

1 Name: The name of the Committee shall be: West Winch Village Hall Committee

2 Aims: The aims of the Committee shall be to:

- (a) Run the hall on behalf of the Parish Council and raise funds for the day-to-day maintenance and running of the hall.
- (b) Promote the hall locally to provide a quality facility for the parishioners.

3 Powers in order to achieve it's aims the Committee may:

- (a) Raise money.
- (b) Manage the buildings.
- (c) Recommend staff to the Parish Council to be employed in or around the hall.
- (d) Hire out the hall to people and businesses.
- (e) Organise courses and events.
- (f) Work with other groups and exchange information
- (g) Do anything that is lawful which will help it to fulfil its aims.
- (h) Carry out risk assessments and report any risks to the Parish Council.

4 Membership

- (i) Membership of the Committee shall be open to any person over eighteen or representative of any organisation living or located in the West Winch Parish who is interested in helping the Committee to achieve its aims, willing to abide by the rules of the Committee.
- (j) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual orientation, religion or belief.
- (k) Every individual member and each organisation shall have one vote at General Meetings.
- (l) The membership of any member may be terminated for good reason by the Committee.

5 Management

- (a) Members may join the committee at any time and may leave the committee at any time by giving written notice to the chairperson. Officers need to give 28 days' notice to leave the committee.
- (b) The Officers of the Committee shall be the Chairperson, Vice Chair, the Treasurer (who will be the Responsible Finance Officer of West Winch Parish Council) and the Secretary.
- (c) The Committee shall meet at least ten times a year.
- (d) The Chairperson shall Chair all meetings of the Committee or vice chair.
- (e) The quorum for Committee meetings shall have four members, at least one of which must be a Parish Councillor.
- (f) Voting at Committee meetings shall be by show of hands. If there is a tied vote, then the Chairperson shall have a second vote.
- (g) The Committee may, by a two-thirds majority vote and for a good and proper reason, remove any Committee member, provided that person has the right to be heard before a final decision is made.

6 Staff

The Parish Council are responsible for staffing, writing contracts and job descriptions, and payroll. Members of staff will be appointed with the agreement of both Council and Committee. Staffing issues shall be agreed on by the Committee and Council.

6 The building

- (a) The council are responsible for external structure of the Hall for maintenance, i.e., windows, doors, gutters, roofs, walls, electrics, plumbing, drains, car park surface etc.
- (b) The Hall Committee are responsible for: Internal maintenance of the Hall, i.e., fixtures and fittings, decoration, floor, security, bar area, Kitchen.

7 Business plan

A Rudimental business plan shall be in place.

8 Duties of the Officers

- (a) The duties of the Chairperson are to chair meetings of the Committee and to represent the Committee at functions/meetings that the Committee has been invited to and to act as spokesperson for the Committee when necessary.
- (b) The duties of the Secretary are to take and keep minutes of meetings, prepare the agenda for meetings of the Committee in consultation with the Chairperson, deal with correspondence and collect and circulate any relevant information within the Committee.
- (c) The duties of the Treasurer (RFO to the Parish Council) are to supervise the financial affairs of the Committee, to keep proper accounts that show all monies collected and paid out by the Committee.
- (d) All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

9 Finance

- (a) Any money (including current monies) obtained by the Committee shall be used only for West Winch Hall and will not be used for other areas of expenditure by the Parish Council, as long as the committee exists.
- (b) All members and officers are responsible for always obtaining value for money. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining the best available quality and value.
- (c) A member may not issue an official order or make any contract on behalf of the council. (see Financial Regulations)
- (d) The Committee shall not spend, nor commit to spend, more money than is in the Hall bank account. Expenditure on maintenance in the hall costing more than £5,000 shall need the consent of the Parish Council. This is per episode of maintenance and not on projects. Running costs of the Village Hall do not include or general breakages (e.g., Hoover, fridge etc.)
- (e) Any bank accounts opened for the Committee shall be in the name of the West Winch Parish Council (VAT can then be claimed and returned to the Village Hall Committee account)
- (f) Any cheques or electronic bank transfers issued shall be authorised by the Treasurer (RFO to the Parish Council) and one other nominated official.
- (g) The RFO shall make payments and be responsible for a cashbook in accordance with Council policies.
- (h) Grants for the hall shall be the responsibility of the Chair unless delegation to another member of the committee.



10 Annual General Meeting

- (a) The Committee shall hold an Annual General Meeting (A.G.M.) in the month of February.
- (b) All members shall be given at least fourteen days 'notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be four members.
- (c) The business of the A.G.M. shall include: (i) receiving a report from the Chairperson on the Committee's activities over the year (ii) receiving a report from the Treasurer (RFO to the Parish Council) on the finances of the Committee (iii) electing the three officers and (iv) considering any other matter as may be decided.

11 Special General Meeting a Special General Meeting may be called by the Committee or by any two members to discuss an urgent matter. The Secretary shall give all members notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

12 Alterations to the Terms of Reference: Any changes to these terms of reference must be agreed to by West Winch Parish Council. TOR to be reviewed every 12 months between PC and VH committee.

13 Dissolution The committee may be wound up at any time if agreed by two-thirds of those members present and the responsibility for running the hall passed back to West Winch Parish Council.
West Winch Parish Council also has the right to wind up the Committee if voted for at a regular meeting of the Parish Council. In the event of winding up, any assets remaining after all debts have been paid shall be given to the Parish Council for the benefit of the Parish.

Terms of Reference were approved in May 2024.....

Signed Parish Council Chair

Signed West Winch Village Hall Committee

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