

**Pentlow Parish Council**  
**Village Hall Management Committee**  
**Terms of Reference**

### **1.0 Status**

The Village Hall Management Committee (VHMC) is an unpaid volunteer group who will manage the operation of the Village Hall and the maintenance requirements of the building, but are not liable for the insurances or the financial security of the Village Hall. The Village Hall is located in School Road, Pentlow, Braintree, CO10 7JP.

The objective of the Village Hall is to provide and maintain a multipurpose location for social activity for the benefit of the residents of Pentlow. The Hall is also used as the polling station for the Parish in local and national elections and may also be hired out to private individuals or organisation's for an appropriate charge.

The Village Hall has a well equipped kitchen, a function hall that accommodates up to 50 people (but only 40 people for a seated function) and off road parking for 4 cars.

The VHMC shall endeavour to be financially self-supporting with expenses being funded by the hire of the Hall or by holding fundraising events. The Village Hall will be non-profit making.

### **2.0 Membership**

The membership of the VHMC shall consist of:

A Parish Councillor

A Chairperson to be elected by the Parish Council

A Financial Manager agreed by the members of the VHMC

An Events Co-ordinator agreed by the members of the VHMC

A Maintenance Officer agreed by the members of the VHMC

The VHMC shall have the power to appoint an unspecified number of additional members to be approved by the Parish Council.

All members of the VHMC to be residents of Pentlow

A brief report shall be made by the Chairperson, (or in his/her absence another representative of the VHMC), at each Parish Council Meeting to highlight any issues that require consideration by the Parish Council

In the event of an officer being unavailable for the meeting, another member may undertake his/her duties for that meeting only

Four members of the VHMC will constitute a quorum

### **3.0 Meetings**

An Annual General Meeting for the Village Hall Management Committee will be held at least one month prior to the Parish Council Annual General Meeting. At this meeting, the VHMC will present an annual report, annual accounts and confirmation of the names of members who wish to stand on the VHMC for the following year.

**Formal Meetings:** There will be three formal recorded meetings during the year in addition to the AGM, to discuss management issues with minutes submitted to the Parish Clerk.

Additional informal meetings may be held at the discretion of the VHMC to discuss detailed matters regarding Village Hall fundraising and social events, but not to include for village hall management issues.

### **4.0 Responsibilities of the Village Hall Management Committee**

The VHMC will undertake the following

- Monitor the condition of the Village Hall and report major defects to the Parish Council
- Maintain the Village Hall in a clean and tidy manner and contract cleaners when required
- Maintain the security of the village hall including maintaining a log of all holding keys to be held by the Parish Clerk. Key allocation must be limited to those who have a regular need to enter the hall.
- Electricity and statutory electrical testing including full wiring check every five years
- Oil storage and boiler maintenance
- Water and drainage maintenance

- Collection of refuse
- Maintain the Village Hall in good decorative order
- Recommend rates for the hire of the Village Hall for approval by the Parish Council
- Maintain accounts to record Village Hall income and expenditure
- Arrange bookings for the Village Hall hire and the issuing of a key
- Maintain the exterior grounds of the Village Hall
- Deal with minor maintenance and repairs
- Arrange fire protection maintenance of fire prevention equipment
- Organise licensing agreements when required for Village Hall functions.
- Ensure the generic risk assessment is appropriate for each event
- Provide annual report and accounts to Parish Council
- Maintain asset register for village hall contents to be kept by the Parish Clerk

## **5.0 Responsibilities of the Parish Council in respect of the Village Hall**

The Parish Council will undertake the following:

- Arrange and pay for the insurances relating to the Village Hall (building, contents, employers liability, hirers liability) as Leaseholders of the building and ensuring this is set at a level to meet all liabilities.
- To pay to the landlord the annual leasing charge.
- Annually consider the insurance requirements and seek competitive quotes when applicable.
- Review and approve, if necessary, monies to be included in the Parish Council precept identified by the VHMC for anticipated expenditure that cannot be raised from Village Hall rental and fundraising income.
- To make applications for any grants for improvements or maintenance required at the village hall.
- To hold membership of RCCE.

## **6.0 Finance**

All monies raised or collected by the VHMC shall only be used for the payment of utility bills or other payments required to maintain the village hall and to fulfil the original mandate when the village hall was gifted.

All monies received will be paid into a designated bank account.

The Parish Clerk to have viewing rights to all bank accounts held by the VHMC.

Dual signatory will be required for all payments.

The VHMC annual accounts will be submitted to the Parish Council prior to the VHMC AGM in order that they can be audited by the Parish Council auditor and included as an entity at the Parish Council AGM.