



DOCUMENT CONTROL

Organisation	Stanton under Bardon Parish Council
Title	Village Hall Management Committee – Term of Reference
Policy Version	1
Creator	Joanne Lowe – Parish Clerk
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1. PURPOSE

To consider issues relating to the management, maintenance and improvements to Stanton under Bardon Village Hall.

This committee can be dissolved by Full Council at any time.

2. MEMBERSHIP

The Committee shall comprise up to three elected members who will be appointed annually at the Annual Parish Council meeting as voting members.

A further five representatives from the local community can be co-opted by the committee from members of the public / regular users / village organisations and will have full voting rights (see clause 5). 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.

The quorum of the Committee shall be three Members.

The Chairman of the Committee will be elected annually by the Committee at the first meeting of the committee following the Annual Council Meeting. The Chairman shall be appointed from elected councillors only.

If a councillor resigns from the Committee or Council during the year a new councillor will be appointed at the next appropriate Full Council meeting.

Full council can remove any council member or co-opted member from the committee at any time.

3. MEETINGS

The Committee will meet as the workload requires, with a minimum of 3 working days notice given, and at least quarterly.

A minimum of three members shall constitute a quorum.

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

4. DELEGATED POWERS

The Committee is delegated with the power to consider issues and make decisions relating to the management, maintenance and improvements to Stanton under Bardon Village Hall.

Any decisions made will be taken to the next full council meeting for noting.

5. VOTING RIGHTS OF MEMBERS

Only appointed members may vote and participate at a meeting.

A member of the Council who is not appointed to the committee may attend and speak at meeting during public participation.

In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.

Most non-councillor members of committees and sub-committees do not have voting rights by virtue of s. 13 of the Local Government and Housing Act 1989. However, by virtue of Article 3 of The Parish and Community Councils (Committees) Regulations 1990 (SI 1990/2476), non-councillor members of committees do have voting rights in respect of:

- the management of land owned or occupied by the council;
- the functions of the council as a harbour authority (as defined in s. 57(1) of the Harbours Act 1964);
- any function under s. 144 of the 1972 Act relating to the promotion of tourism
- any function under s. 145 of the 1972 Act relating to the management of a festival.

Therefore non-councillor Members of the Village Hall Management Committee may vote on all issues relating to the management of the Stanton under Bardon Village Hall.

6. DELEGATED POWER TO SPEND

The Committee shall have a remit to commit/spend within the agreed annual budget, as approved by full council as part of their budgeting process, without further reference to the council. This will include all income from hirers fees & any additional grant monies / donations awarded for village hall.

Expenditure above this amount must be approved by full council before expenditure is made.

The Committee will decide its budget priorities and submit those to the full Council meeting where the budgets and annual precept are decided for approval (draft version November/December). The committee will then take appropriate decisions regarding the spending of the budget and report as necessary to Full Council.

Spending of up to £250 will be agreed by a vote of all members. Spending in excess of £250 requires a majority vote by the Parish Council representatives.

Day to day spending on revenue or emergency items up to a maximum of £500 can be authorised by the Chairman & Clerk and reported to the committee at the next meeting.

All financial transactions will be authorised in accordance with the council's financial regulations and be transacted through a separate designated bank account.

Accounting records will be subject to the council's usual internal control and audit processes.

7. OTHER

All council policies including standing orders and financial regulations will apply to this standing committee

The Village Hall Committee will review these Terms of Reference each year at the meeting prior the Annual Parish Council Meeting and when necessary, recommend any changes to the Council for this meeting.