

**WOULDHAM PARISH COUNCIL
VILLAGE HALL COMMITTEE**

TERMS OF REFERENCE

Approved by Wouldham Parish Council on 2nd July 2019

1. MEMBERSHIP

- 1.1 The Committee shall consist of **3** Parish Councillors, one of whom will be the Chairman of the Parish Council, who shall be elected each year at the Annual Meeting of the Parish Council.
- 1.2 Existing Committee members are eligible for re-election.
- 1.3 The Committee may, at its discretion, invite non- Councillors whose expertise and knowledge will be beneficial to Committee deliberations.
- 1.4 The Committee, shall at its first meeting after the Council's Annual General Meeting, elect a Chairman. It may, at that or any other time, elect a Vice Chairman.
- 1.5 Both the Chairman and Vice Chairman may stand for re-election.

2. FREQUENCY OF MEETINGS

- 2.1 The Committee will meet at least twice a year, with additional meeting when required.

3. VOTING

- 3.1 The quorum for a meeting will be a minimum of three councillor members
- 3.2 All decisions of the committee shall be determined by majority vote. The Chairman has the casting vote when there are equal numbers of votes

4. PROCEDURES

- 4.1 Any governing Document submitted by the Village Hall Committee is to be approved by Wouldham Parish Council.
- 4.2 The Committee will operate according to its Charity Status.
- 4.3 The Committee may submit a budget to the Council as part of the Council's overall budget process.
- 4.4 The Committee Chairman will report to the Council at its monthly meetings

5. RIGHTS AND POWERS

- 5.1 The Committee will have delegated powers to:

- 5.1.1 Plan for the ongoing development of the Village Hall, making recommendations to the Parish Council as appropriate
- 5.1.2 Determine the terms and conditions of use of the facilities
- 5.1.3 Determine the fees relating to the hire of the facilities
- 5.2 The Committee has the right to:
 - 5.2.1 Appoint Steering Groups to facilitate the work of the Committee

6. RESPONSIBILITIES

- 6.1 Ensure that regular risk assessments and health and safety checks are made in line with current legislation
- 6.2 Ensure the provision of safe and well maintained facilities for the community use.