

Terms of Reference of the Village Hall Working Group

1. The Team is structured as a Working Group (WG) and comprises a minimum of 5 members; 2 Councillors, The Bookings Manager and 2 members of the public with relevant experience. Quorum for a meeting is 3.
2. The WG will provide advice, reports, and/or quotations to full council for any repairs or maintenance or structural improvements that need to be made to the fabric of the Village Hall.
3. The WG are not delegated to take any major decisions, but to act in an advisory capacity only making recommendations to Council for consideration.
4. Any advice, reports, information, or quotations will be made in writing by a member of the WG and sent to the Clerk for inclusion on the next Full Council meeting agenda. (7 days notice is required.)
5. The WG may sanction *minor or emergency* repairs without requiring Full Council's prior approval subject to compliance with the Council's Scheme of Delegation. (Currently after consultation with the Clerk, and subject to a £100 limit for maintenance or £500 limit for emergency repairs.)
6. Meetings will be held wherever the members consider convenient, but at least 3 times per year, with 7 days notice given to members. Meetings are not to be open to the public.
7. Notes of the meetings will be taken by the Clerk and may be published on the Council's website.
8. Any expenses incurred by the WG shall be handled in line with the Council's expenses procedure, always subject to the Scheme of Delegation.
9. Any works carried out by 3rd parties that the Council is expected to pay for will be contracted to the Council and handled in accordance with the Council's Standing Orders.
10. Unless it is impossible to achieve, at least three quotations or estimates for work shall be obtained in line with the Financial Regulations. No contract can be entered into without Council's approval.
11. The WG understand that all contractors must be fully insured and must have provided a copy of their Public Liability Insurance and a Risk Assessment for the work to be undertaken to the Council before works commence.
12. The WG will undertake a review of the condition of the Hall twice per year in one of the Working Group meetings and document issues in a diary system.
13. Information regarding previous suppliers, equipment and important details relating to installations, and fittings shall be kept by the Clerk.
14. A list of Key holders will be kept along with instructions for issuing keys and/or key box codes.
15. It is the Maintenance Teams' duty to ensure that all relevant information is collated and kept so that information is easily transferable to the next generation of councillors or WG members.
16. A strategy for members leaving the WG will be drawn up and regularly reviewed.

Approval for set up of WG: 9th May 2022 – minute 6229
Approval of TOR: 10th July 2022 – minute no. 6365