

Badingham Village Hall

Charity 304703

Terms of Reference for the Management Committee

The charitable objective of Badingham Village Hall:

The purpose of Badingham Village Hall is the provision and maintenance of a village hall for use by the inhabitants of the parish of Badingham without distinction of political, religious or other opinions, including use for: (a) meetings, lectures and classes, and (b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.

Management Committee Terms of Reference: Nov 2022

Review date: Dec 2023

Terms of Reference for Badingham Village Hall Management Committee (BVHMC)

1. Name

Badingham Village Hall Management Committee (BVHMC).

2. Aims of Badingham Village Hall

- 2.1. Badingham Village Hall is a charity registered with the Charity Commission (charity number 304703).
- 2.2. The purpose of Badingham Village Hall is the provision and maintenance of a village hall for use by the inhabitants of the parish of Badingham without distinction of political, religious or other opinions, including use for: (a) meetings, lectures and classes, and (b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.

3 The role of the Management Committee

- 3.1. The role of BVHMC is to provide day-to-day management of the hall on behalf of the Trustee of Badingham Village Hall charity.
- 3.2. BVHMC reports to Badingham Parish Council which is the sole trustee of the charity.
- 3.3. BVHMC has delegated powers to cover the management and day-to-day running of the village hall and to ensure that the hall meets its charitable objectives. The committee cannot make decisions on behalf of the Parish Council except where stated in these Terms of Reference.
- 3.4. Ultimate financial control of the hall rests with Badingham Parish Council. A caretaker is engaged to provide routine cleaning of the hall and also to perform tasks identified by the BVHMC. These tasks might include setting up the hall for specific events and clearing away afterwards, and may also include hall maintenance tasks which the Caretaker is qualified, willing and able to perform.

4. Membership of BVHMC (See Appendix for current membership)

- 4.1. The committee will be made up of the following appointed at the annual general meeting of Badingham Parish Council:
 - At least one member of the Parish Council
 - Up to eight non-councillor co-opted members with voting rights
 - Up to four non-councillor co-opted members with non-voting rights (these may be co-opted for a certain time to deliver a specific project)
- 4.2. A non-councillor member may include representatives from current village hall users, Badingham residents or someone with specific skills that are needed to help the committee. Non-voting committee members may be co-opted at a village hall committee meeting.
- 4.3. All Councillors/members must declare interests on agenda items in line with the Code of Conduct as adopted by Badingham Parish Council.
- 4.4. **Chair:** The Chair will be elected at the Annual Meeting of Badingham Parish Council and will serve for one year.
- 4.5. **Secretary:** The secretary will be appointed by BVHMC from within its membership.
- 4.6. **Treasurer:** The Treasurer will be the Parish Clerk of Badingham Parish Council as the Responsible Financial Officer. The Clerk will manage day-to-day income and expenditure. The Treasurer will liaise with BVHMC and the Parish Council on financial matters.

- 4.7. **Bookings Administrator:** A Booking administrator will be appointed by BVHMC from within its membership who will be responsible for all bookings and the banking of any money received as a result of those bookings.
- 4.8. **Marketing, Publicity and Web-site content management:** Responsibility for communications with the Badingham community and other potential users of the hall will be decided by BVHMC.
- 4.9. **Quorum:** Meetings of BVHMC shall be quorate with at least three members present.
- 4.10 **Resignations:** Should a member of the committee cease to reside in the parish of Badingham they will no longer be eligible to serve on the committee and must resign.
- 4.11 **Replacement of resigned committee members:** Should any elected member resign, a new member of the committee can be elected at the next BVHMC meeting and the change communicated to Badingham Parish Clerk to be noted in the minutes of the next Parish Council Meeting.
- 4.12 **Conflicts of Interest:** No elected or co-opted member of BVHMC or connected person may profit from or derive gifts or hospitality arising from their involvement in management of the hall. All conflicts of interest must be declared as and when they become apparent. A committee member may be asked to leave a meeting where decisions need to be taken with relevance to their declared area of interest.

5 Meetings

- 5.1 Meetings will be called by the Chair of BVHMC.
- 5.2 The committee will meet a minimum of 6 times a year.
- 5.3 Five clear working days' notice will be given before a meeting.
- 5.4 An agenda will be posted on the Village Hall noticeboard and emailed to committee members.
- 5.5 Minutes of the meeting will be taken by the Secretary and copied to Badingham Parish Clerk.
- 5.6 Decisions will be taken by a show of hands and passed by a simple majority. In the event of a tie the Chair will have the casting vote.
- 5.7 An annual general meeting will be held and will be open to the public and press.

6. Responsibilities and Powers of BVHMC

- 6.1 Ensure the hall and outside area is maintained to an appropriate standard, is secure, is clean and tidy and is in good decorative repair.
- 6.2 Obtain and renew when necessary any licenses appropriate to the activities of the hall.
- 6.3 Meet all relevant health and safety requirements for visitors, hirers and caretaking staff and contractors.
- 6.4 Liaise with the Trustee to ensure problems are addressed and to discuss improvements that could be made.
- 6.5 Deal with any complaints from hirers, including liaising with the Trustee as appropriate.
- 6.6 Review hire charges annually.
- 6.7 Review hirer agreement annually.
- 6.8 Decide whether or not a request to hire is appropriate and to reject any request that does not meet the objectives of Badingham Village Hall and/or has the potential to cause a nuisance to residents of the village.

- 6.9 Monitor running costs and liaise with Badingham Parish Clerk as necessary.
- 6.10 Monitor finances in liaison with the Treasurer, who will provide monthly updates, to ensure that actual income covers planned expenditure.
- 6.11 Develop an annual action plan that highlights medium and long term projects.
- 6.12 Consider quotations for work needed.
- 6.13 Review risk assessment annually and to liaise with Parish Clerk to ensure that there is adequate insurance cover for the building.
- 6.14 Fund raise to support the charitable objectives of the hall.
- 6.15 Perform an annual stock check of all electrical equipment, furniture, kitchen goods and consumables owned by the charity.
- 6.16 Ensure all portable electrical equipment is tested in compliance with relevant legislation.
- 6.17 Ensure all fire safety equipment and fire alarm systems are tested and maintained on an annual basis.
- 6.18 Promote the hall to encourage usage.

7. Finance

- 7.1 BVHMC is authorised to spend up to its approved limit of authority without further reference to the Parish Council; however any spending greater than £500 in a single month must be authorised by the Parish Council in its role as the Trustee of Badingham Village Hall charity.
- 7.2 Banking will be through a separate Badingham Parish Council Village Hall account managed by Badingham Parish Clerk.
- 7.3 The Treasurer will be the Parish Clerk of Badingham Parish Council as the Responsible Financial Officer. The Clerk will manage day-to-day income and expenditure. The Treasurer will liaise with BVHMC and the Parish Council on financial matters.
- 7.4 All monies raised by BVHMC will be used solely for the ongoing maintenance of the village hall and to support the charitable objectives.
- 7.5 The accounting year will run from 1st April to 31st March each year.
- 7.6 Expenses incurred by committee members up to £50 may be reimbursed by the Treasurer. All receipts should have a valid VAT number if possible. Reimbursement of committee member expenses over £50 must be requested by submission to Badingham Parish Clerk with valid receipts and explanation of purpose of the expenditure.
- 7.7 An End of Year Statement of Accounts and bank reconciliation will be prepared by Badingham Parish Clerk and submitted to the Trustee.
- 7.8 Badingham Parish Clerk will ensure an annual return is made to the Charities Commission in line with requirements

8. Review

This document will be reviewed annually as part of the Annual Meeting of the Badingham Parish Council.

Appendix: Badingham Village Hall Management Committee membership as from May 2025

Chair:	Rob Picton
Secretary:	Martin Clark
Treasurer:	Badingham Parish Clerk (currently Caroline Byrne)
Bookings/Maintenance:	Charles Bainbridge
Parish Council Rep:	
Other members of BVHMC:	Celia Cracknell, Helen Picton