

Terms of Reference for the Village Hall Working Group

1. Authority

The Village Hall Working Group is appointed by and is solely responsible to Eynsham Parish Council's Finance & General Purposes Committee. The Group's duties are defined and agreed by the Finance & General Purposes Committee who may vote, at any time, to modify the Group's powers. The Working Group will meet monthly up until 31 March 2024 and may meet quarterly thereafter, however meetings can also be convened to deal with special events as they occur. **The Group does not have executive powers.**

2. Membership

The Working Group will consist of no fewer than **three elected Parish Councillors**. At its first meeting, it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes. The committee membership will be elected at each Annual Parish Council Meeting. A quorum at the Committee meetings will consist of no fewer than **three elected members**. The Chairman and Vice Chairman of the Council will automatically be members of the committee and have full voting rights.

The previous Trustees of the Village Hall Management Committee may be co-opted in order to discharge the functions of the Working Group (Local Government Act 1972 s.102(3) refers whose voting rights are limited to:-

- 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; and
- any function under s. 145 of the 1972 Act relating to the management of a festival.

The term "management" does not include making decisions about the total amount of money which may be spent by the council in a financial year in respect of land or a festival. (Parish and Community Councils (Committees) Regulations 1990 / SI 1990/2476 refers).

3. Records of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all members. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes. The minutes will be published online.

4. Responsibilities

- 1) The Working Group is responsible for ensuring the smooth transition of management from the Village Hall Management Committee to the Council after the lease expires. It will:-
 - a) Be the first point of contact – Meet with hirers currently known as ‘Associated Bodies’ and other ‘Regular Users’ to listen to comments/concerns and where a formal resolution is required, recommend this to the Finance & General Purposes Committee for consideration.
 - b) Maintenance - Monitor hirers use, standards of decoration, fittings and equipment at the Village Hall to build up knowledge of maintenance and management tasks to enable a Schedule of Work to be drafted and undertaken over coming years. A Schedule of Work will inform the budget setting process, identify training needs, dedicate Officer time, agree priorities and communication requirements.

- c) Maximise use - Where there is a clear case for improving use of the Village Hall spaces at little detriment to any hirers, it will implement these. Where such improvements will incur expenditure, these are to be considered under Financial Regulations or recommended to the Finance & General Purposes Committee/Full Council as appropriate.
 - d) Hire fees - Build up knowledge of how hirers use the Village Hall and make recommendations to the Finance & General Purposes Committee on revised fees. The first review will be undertaken no later than 31 March 2024.
 - e) Employees - Any matters relating to existing Village Hall Management Committee staff will be considered by the Clerk as their Line Manager and referred to the Finance & General Purposes Committee as appropriate.
- 2) Consider the value of Working Group, hirer meetings and other responsibilities above and recommend to the Finance & General Purposes Committee whether the Working Group should continue after the 2024 Annual Meeting of the Parish Council.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.