

BREDHURST PARISH COUNCIL

Bredhurst Village Hall Management Committee

Terms of Reference

Adopted: October 2025



1. Status

- Bredhurst Village Hall Management Committee (“the Committee”) is established by Bredhurst Parish Council Name (“the Council”), which is the Sole Corporate Trustee of Bredhurst Village Hall Charitable Incorporated Organisation (CIO).
- The Committee operates as an advisory and management body on behalf of the Council, in accordance with these Terms of Reference and any directions issued by the Council.
- The Council, as Sole Corporate Trustee, retains ultimate responsibility for compliance with charity law, financial accountability, and the overall governance of the CIO.

2. Purpose

The purpose of the Committee is to support the Council in:

- Assisting with the day-to-day running of Bredhurst Village Hall.
- Ensuring safe, effective, and community-focused use of the hall.
- Advising the Council on strategic, financial, and legal matters affecting the hall.

3. Responsibilities

The Committee is responsible for:

- Overseeing bookings, hire agreements, and user liaison. In the initial stages this will be handled by the Clerk until it is ascertained how much time is involved with a view to the creation of a separate role.
- Overseeing maintenance, repairs, and improvements.
- Monitoring health & safety, safeguarding, and risk management.
- Overseeing draft budgets, financial updates, and recommendations for Council approval. In the initial stages this will be handled by the Clerk until it is ascertained how much time is involved with a view to the creation of a separate role.
- Promoting the hall’s use for community benefit.
- Reporting regularly to the Council and making recommendations for decision.

The Committee does **not** have authority to:

- Enter into contracts binding on the CIO without Council approval.
- Approve budgets, expenditure, or borrowing.

- Amend governing documents or policies without Council approval.

4. Membership

- Members of the Committee shall be appointed annually by the Council.
- Membership will normally include:
 - Parish Councillors (minimum of 3)
 - Up to 3 representatives from Bredhurst residents/Hall user groups (appointed at Council's discretion).
 - Other members with relevant expertise (if approved by Council)
- The Chair of the Committee shall be appointed by the Council.

5. Meetings

- The Committee will meet at least [e.g. 4] times a year.
- The quorum shall be [e.g. 3 members, including at least one Parish Councillor].
- Minutes will be recorded and submitted to the Council for information and/or approval.
- Decisions of the Committee take the form of **recommendations** to the Council, unless delegated authority has been expressly given.

6. Finance

- All income and expenditure relating to the hall remains under the control of the Council as Sole Corporate Trustee. These accounts will be in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.
- The Committee may oversee day-to-day transactions within budgets agreed by the Council.
- Financial reports will be provided regularly to the Council by the Clerk or Responsible Person.

7. Conduct and Accountability

- Members must act in the best interests of the hall and its charitable purposes.
- Conflicts of interest must be declared and recorded.
- The Committee is accountable to the Council and shall follow any instructions issued by it.

8. Review

- These Terms of Reference will be reviewed annually, by the Council at the Annual Meeting of the Parish Council,