

UPHILL VILLAGE VICTORY HALL

MANAGEMENT COMMITTEE

Terms of Reference

(1) The Uphill Village Victory Hall Management Committee (the Committee) shall be “advisory” and shall have no decision making powers, other than those required to ensure the effective and efficient discharge of its business in the management of the hall and as delegated by Trustees of the Uphill Village Society (the Trustees), and which delegation shall include an annual budget amount for the general maintenance and upkeep of the hall. It shall not commit any of the Trustee to any particular course of action. All recommendations, proposals and suggested courses of action determined by the Committee shall be reported to the Trustees for approval/ratification. Although the intention will be to achieve a consensus on any given matter, in the event that agreement cannot be reached, a final and binding decision will be taken by the Trustees.

(2) The Committee shall comprise the following members appointed by The Trustees:

- 4 x Representatives of the Village Society Committee of which at least 2 shall be trustees;
- 1 x Representative of the regular users of the hall

(3) Substitute members, with full voting rights, may be appointed whenever necessary where the substantive member is unable to attend a particular meeting.

(4) In addition, the committee may invite other people to attend and participate in its meetings (although not vote) should it be considered that their input would be beneficial to the committee.

(5) A Chair of the Committee shall be elected from the committee membership at the first meeting. In the absence of the Chair at any meeting, a person to Chair that particular meeting shall be appointed from amongst those present.

(6) The quorum of the Committee shall be three members.

(7) Where necessary, voting on any matter shall be by a simple show of hands with the Chair of the meeting having a second or casting vote.

(8) A programme of meetings shall be agreed at the first meeting although additional meetings may be convened should the need arise.

(9) Agendas, reports and minutes shall be circulated electronically to all members of the Committee at least three days before each meeting.

(10) Minutes will be presented to the committee and trustees of the Uphill Village Society as a means of communicating progress.

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The task of the Committee in its first 12 months shall be to produce for the Trustees for approval the following

- (1) A revised Terms and Conditions for the hire of the Premises,
- (2) Prepare a rolling programme of works and budget for the maintenance of the hall and to improve the appearance and maintenance/decoration of the Hall, including its grounds/car parking area and provide a draft financial budget for same.
- (3) Clarification of the insurance provision for the Premises to ensure that the cover is appropriate, cost effective and not duplicated.
- (4) A review of the current activities that take place in the Hall, consider how other organisations can be encouraged to use the facilities and what action is needed to attract new hirers.
- (5) A review of the existing level of fees and charges to hirers to ensure that they remain appropriate and balance the expenditure required by the Committee for the proper repair and maintenance, etc of the Premises against the need to promote and encourage community and other use.
- (6) Revised Terms of Reference if considered necessary

UPHILL VILLAGE SOCIETY

Victory Hall

Ratified: September 2018

Review: 2020