

West Monkton Parish Council

Brittons Ash Community Hall (BACH) Committee

Terms of Reference

Governance

The BACH Committee reports to the Parish Council.

The BACH Committee is a committee of the Parish Council and is subject to the mandatory requirements of the Parish Council's adopted Standing Orders for Committees.

Any dispute which cannot be resolved by the Committee shall be referred to the Parish Council for resolution.

The Chairman of the Committee shall report to the Parish Council at its regular meetings.

Duties of the Committee

The Committee will be responsible for the day to day running, hire and management of BACH (as described below) as a Community Hub available for use and hire by local businesses, groups and private individuals.

To decide and operate a scale of fees and charges for the use of the hall, with the object of managing expenses within income.

To refine the terms and conditions of hire and key holder agreement.

Day to Day Running and Management of the BACH.

The Parish Council is responsible for:

- The Parish Council Office area of the BACH, including its compliance with all regulations in relation to the provision of the office as a place of work for Parish Council employees.
- The container in the BACH car park
- The Community Garden and Community Fridge within the grounds of the school.

The Parish Council should inform and consult with the Chair of the BACH Committee regarding any proposed work or changes in these areas prior to it being undertaken.

The BACH Committee is responsible for:

- All other areas of the BACH including the main lobby, committee room, activity hall, storage cupboard, toilets, kitchen and BACH car park.
- Maintaining the decorative condition throughout the BACH.
- Maintenance and servicing of the fire safety equipment.
- Maintenance and testing of the electrical distribution system and PAT testing of electronic devices.
- Cleaning of the BACH.

- Repairs of the BACH including the fixtures, fittings and inventory.
- The fabric of the BACH building.
- Utilities / service agreements with the school, negotiated by the Chairman.

Financial Management

All income and expenditure in connection with the BACH is to be administered by the Clerk of the Parish Council.

The Clerk of the Parish Council in conjunction and consultation with the Chair of the BACH Committee, may make payments of below £500.00.

The BACH Committee to receive a finance report at each of its meetings.

The BACH Committee is responsible for setting its budget each year, all expenditure should be covered by the income received from hall hire.

Meetings:

Meetings of the Committee to be scheduled to take place three times a year. Additional meetings may be called where there is an identified need.

Membership:

To comprise five members of the Parish Council. The BACH Committee may co-opt volunteers / non-members onto the Committee.

Quorum:

The quorum of the Committee shall comprise of three.

Chairman:

The Committee shall appoint a Chairman, who is a member of the Parish Council, annually at the first meeting after the Annual Parish Council Meeting.

Voting:

All members of the Committee including co-opted non-members may vote.

Public Participation:

Meetings will be open to the public.

General:

The Parish Council will review the Terms of Reference at the Annual Parish Council Meeting each May.

All Committees of the Parish Councils shall function and operate in accordance with their Standing Orders.