Terms of Reference: Barlaston Village Hall Management Committee - Charity no: 522602

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Name of group: Village Hall Management Committee

Status of the Committee: The Village Hall Management Committee is a committee established and delegated certain functions by the Sole Trustee (Barlaston Parish Council).

Purpose / Role of the Group:

The Village Hall Management Committee (VHMC) is established by the Sole Trustee (Barlaston Parish Council) and has delegated to it certain operational functions. It is not a committee of the Parish Council for the purposes of the Local Government Act 1972, has no separate legal personality, and acts at all times subject to the direction and control of the Sole Trustee.

The VHMC supports the Sole Trustee in the day-to-day management and strategic oversight of Barlaston Village Hall in accordance with the charitable objects set out in the governing document dated 3 March 1997, and assists the Sole Trustee in meeting Charity Commission requirements.

Membership:

The Village Hall Management Committee (VHMC) shall include:

- **Parish Councillors**, appointed by the Sole Trustee;
- **Co-opted members** appointed for their relevant skills or experience; and
- **Community members** drawn from the general public or hall user groups, who wish to support the Village Hall and ensure it reflects local needs.

All members must support the charitable objects of the Village Hall and act in the best interests of the Charity.
Membership appointments and removals are subject to approval by resolution of the Sole Trustee.

Members of the VHMC:

Secretary	Chairman (Parish Councillor)
Treasurer	Member
Safeguarding Officer	Member
Sole Trustee Liaison (Parish Councillor)	

Duties and Responsibilities

Sole Trustee:

The Sole Trustee must act in accordance with the Charity's governing document and fulfil the six key legal duties set out by the Charity Commission:

- **Ensure the charity is carrying out its purposes for the public benefit**
  The Parish Council must ensure that the Village Hall is operated in line with the charitable object set out in the governing document - to provide and maintain a hall for the benefit of the local community. All decisions and activities must contribute to this purpose.
- **Comply with the governing document and the law**
  The Parish Council must ensure that the Village Hall operates within the terms of its governing document, relevant charity law, and other applicable legal and regulatory requirements.
- **Act in the charity's best interests**
  Decisions must always be made in the best interests of the charity and its beneficiaries. The Parish Council must avoid conflicts of interest and ensure transparency and impartiality.
- **Manage the charity's resources responsibly**
  The Parish Council must act prudently in managing the Village Hall's finances, buildings, and other assets, safeguarding them for current and future beneficiaries. This includes ensuring appropriate insurance, financial controls, and maintenance.
- **Act with reasonable care and skill**
  The Council must use its knowledge, skills, and experience to govern the charity effectively, and seek specialist advice where necessary.
- **Ensure the charity is accountable**
  The Parish Council must ensure that the charity is well run and transparent, including meeting all reporting obligations to the Charity Commission and ensuring proper oversight of any delegated functions (e.g. those carried out by the Village Hall Management Committee).

The Sole Trustee may not delegate the six trustee duties listed above but may delegate operational functions to the VHMC as set out below.

Village Hall Management Committee

The Village Hall Management Committee:

- Manages the day-to-day operations of the Village Hall
- Oversees bookings, caretaking, maintenance, and events
- Acts as a liaison between the community, hall users, and the Sole Trustee
- Meets regularly to discuss operational matters and prepare recommendations
- Maintains appropriate records and submits regular reports to the Sole Trustee
- Manages routine and day-to-day expenditure within agreed financial limits
- Recommends any major expenditures exceeding agreed thresholds for Sole Trustee approval
- Monitors finances, prepares draft budgets, and contributes to financial planning

Finance, Operations and Governance

Financial Oversight

The Sole Trustee (Barlaston Parish Council) is responsible for setting and approving the annual budget for the Village Hall and ensuring adequate financial provision for insurance, maintenance, utilities, and other essential costs.

A dedicated bank account shall be maintained for the Village Hall to ensure its finances are managed transparently and separately from Parish Council funds.

The Village Hall Management Committee (VHMC) will receive an annual budget allocation approved by the Sole Trustee. Within this budget, the VHMC may manage routine income and expenditure in accordance with Parish Council financial procedures and the following terms:

- All payments shall require two authorised signatories from a panel approved by the Sole Trustee. The panel shall always include the Parish Clerk/RFO and at least one parish councillor. At least one of the two signatories on any payment must be the Clerk/RFO or a parish councillor.
- No petty cash system will be operated. All payments must be made through the dedicated bank account with proper invoices or receipts retained.
- Payment authorisations and supporting documentation must be maintained and made available for audit and review by the Sole Trustee.

The VHMC is authorised to approve and manage routine expenditure necessary for the day-to-day running of the Village Hall, provided that:

- The expenditure is within the annual budget approved by the Sole Trustee;
- The cost of individual items or services does not exceed £500 (or such other amount as may be agreed by the Sole Trustee from time to time);
- The expenditure aligns with the charitable purposes of the Village Hall;
- All payments are made in accordance with the Parish Council's Financial Regulations.

All spending must be properly documented and reported to the Sole Trustee/Clerk/RFO on a monthly basis. Any proposed expenditure above the agreed threshold must be referred to the Sole Trustee for prior approval.

The VHMC also monitors income and prepares draft budgets or financial recommendations for submission to the Sole Trustee during the annual budget-setting process.

Policies and Procedures

The Sole Trustee is responsible for the development, approval, and overall review of all policies relating to the Village Hall, ensuring legal compliance and alignment with the charity's purposes.
The VHMC is responsible for the implementation and day-to-day adherence to these policies, particularly in the following areas:

- Health and Safety
- Safeguarding
- Bookings and hiring
- Equipment use and maintenance
- Risk management

All policies remain the property and responsibility of the Sole Trustee. The VHMC may propose new policies or amendments, but formal adoption rests with the Sole Trustee.

Fundraising and Additional Income

In addition to hiring income, the VHMC may identify and support fundraising initiatives to benefit the Village Hall, subject to approval by the Sole Trustee.
Such fundraising may include grant applications, community events, or sponsorship, provided that:

- All funds raised are used in accordance with the charitable object;
- Funds are recorded in the Village Hall account and reported transparently;
- Any significant funding commitments or conditions are referred to the Sole Trustee for decision.

Employment of Officers

- The Sole Trustee may employ paid officers (e.g., Booking Secretary, Caretaker) who attend meetings in an advisory, non-voting capacity.
- All paid officers will be employed under a PAYE arrangement, with contracts of employment issued and administered, for example, through a bookkeeping or payroll service. This ensures the employee receives statutory employment rights and benefits, and that all tax and National Insurance obligations are properly met.
- Clear job descriptions and terms of employment shall be agreed, documented, and reviewed regularly to ensure transparency and effective management.
- The VHMC shall oversee day-to-day supervision of paid officers but shall escalate any significant employment matters, including appointments, grievances, or disciplinary issues, to the Sole Trustee for decision.
- This arrangement replaces any previous self-employed/invoice-based arrangements, ensuring compliance with employment law and good governance.

Any appointment or termination of paid officers requires the prior approval of the Sole Trustee.

Meeting Arrangements

- The Village Hall Management Committee (VHMC) meets monthly, with additional meetings convened as needed.
- Meetings are held at the Village Hall.
- A quorum requires at least three members, including the Chair or an appointed deputy.
- The Secretary is responsible for preparing the agenda, which will be circulated to members in advance of each meeting.
- Minutes are taken by a designated secretary, approved by the Committee, and shared promptly with all members and the Sole Trustee.
- Non-members may attend meetings by invitation to provide specialist advice or to assist with specific agenda items.

Reporting

- The VHMC submits written reports/minutes to the Sole Trustee before Trustee meetings, and escalates urgent matters promptly
- The Committee provides an annual report summarising its activities and outcomes, for inclusion in the Charity's annual return and public accountability documents.

Conflicts of Interest

All members of the VHMC must declare any interest in agenda items and withdraw from discussion/decision where a conflict exists. A register of interests shall be maintained.

Dissolution: In The Event the VHMC is dissolved, all records, funds and assets remain under the control of the Sole Trustee.

Date of Terms of Reference:
25 November 2025

Review Date:
25 November 2026

Adoption

Adopted by resolution of Barlaston Parish Council (Sole Trustee) on 25th November 2025

Signed on behalf of the Sole Trustee:

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Chair of Barlaston Parish Council

Accepted on behalf of the Village Hall Management Committee on:

…… Date:

Chair of the Village Hall Management Committee