

Abbots Bromley Village Hall Committee

Terms of Reference

Adopted 16/05/2025

1. Purpose of the committee

This committee is appointed to make decisions about the day to day management of the Village Hall in order to serve the community's interests and needs.

2. Committee Objectives

- Establish policies and procedures for the effective, transparent, and accountable management of the hall.
- Ensure the hall is optimally used for community events, meetings, and recreational activities.
- Oversee responsible financial management including budgeting, fundraising, and maintenance planning.
- Foster engagement and collaboration with local community.

3. Scope of the committee

- **Management & Operations:** Oversee day-to-day scheduling, maintenance, and event approvals.
- **Financial Stewardship:** Monitor financial performance, approve budgets, and drive fundraising activities.
- **Policy & Planning:** Develop, review, and update policies that affect hall operations and community events.
- **Community Relations:** Act as a liaison between the hall's administration and community groups.

4. Membership & Structure

- Open to community representatives, local experts, and stakeholders committed to the enhancing the village's welfare.

- Roles include Chair, Vice-Chair, Secretary, Treasurer, and Members.
- Members are appointed or elected on an annual basis at the Annual General Meeting (AGM).

5. Meetings & Reporting

- **Frequency:** The committee will meet regularly, usually once every calendar month, with additional sessions as required.
- **Agendas & Minutes:** Agendas will be compiled by the secretary and circulated to committee members in advance. Minutes will be taken, circulated to members and approved. A summary of actions and discussions will be placed on the village hall website.
- **Reporting:** Reports covering finances, building maintenance and bookings are to be collated and circulated to the committee in advance of the meeting.
- **Public issues:** Any member of the community is invited to suggest agenda items or submit questions to the secretary no later than 7 calendar days before the next scheduled meeting. Any correspondence received after this cut-off date will be carried over to the next scheduled meeting date. Future meeting dates will be communicated via the village hall website.
- **Public session:** Members of the public are invited to attend in person to speak at the beginning of monthly committee meetings. This session is time limited to 20 minutes to cover all issues and will be split equally amongst those who wish to attend. Any issues not resolved in this time frame will be carried over to the following meeting.

6. Decision-Making & Accountability

- Decisions are made through consensus; if needed, a majority vote will be used.
- The Committee is accountable to both the local community and any overseeing regulatory bodies.

7. Amendments & Review

- The Terms of Reference will be reviewed annually.
- Amendments require a two-thirds majority vote of current members following a consultation process.
- The terms of reference will be available on the village hall website.

End

Draft Webpage text for 'Committee' section

Welcome to our Village Hall's documents page. Here, you'll find a collection of important information related to the management and operations of our hall. Whether you're a community member, a visitor, or someone interested in how our hall is run, this page provides access to key documents that help keep everything transparent and accessible to all.

On this page, you will find various documents that offer insight into the functioning and governance of our Village Hall. These include the minutes from our Annual General Meeting (AGM) as well as a summary of monthly committee meeting discussions and actions. These documents are intended to ensure transparency, encourage community engagement, and uphold the values that guide our hall's operations. Feel free to explore each of these sections to learn more about our commitment to providing a fantastic asset for our community.