

CHARNEY HALL & FIELD TRUST
CHARNEY VILLAGE HALL SUBCOMMITTEE

- 1. TERMS OF REFERENCE**
- 2. SUB-COMMITTEE MEMBERS 23/24**
 - a. Trustees – Christine Trotman (Lead) Dave Jones (Deputy Lead) Mary Castle
 - b. Volunteers -
- 3. BUDGET RESPONSIBILITY**
 - a. An annual delegated budget will be approved by the management committee for the regular maintenance of the village hall.
 - b. A specific budget will be approved by the management committee for capital projects and where grant funding is to be applied for.
- 4. ADMINISTRATION (EXTERNAL)**
 - a. Annual Fire Alarm Service
 - b. Annual Fire Extinguisher Service
 - c. 5YR Electrical installation inspection
 - d. Annual PPL PRS Licence
- 5. ADMINISTRATION (INTERNAL)**
 - a. Annual Fire, Health & Safety Risk Assessment
 - b. Annual PAT testing of electrical equipment
 - c. Annual inspection of exterior of hall to include inspection and clearing of gutters.
 - d. Regular in-house testing of fire alarms and emergency lighting.
 - e. Regular examination of accident book
 - f. Six monthly check of First Aid box.
 - g. Regular check of reported maintenance issues on entrance hall notice board.
 - h. Weekly cleaning of the hall to include hygiene checks in kitchen and toilets, emptying of bins, flushing through all pipe work in kitchen and toilets, replenishing toiletries as appropriate.
 - i. Inventory
 - j. Keys
 - k. Notice Boards
 - l. Meter reading – electricity and water
- 6. DOCUMENTATION**
 - a. Hall Fire and Health & Safety Policy
 - b. Occupancy Policy
 - c. Equipment hire form.
 - d. Hall Hire Agreements
 - e. Fire Procedure
 - f. Employers Liability Insurance Certificate
- 7. EXTERNAL RELATIONS**
 - a. Consultation with village as and when appropriate
 - b. Utilise Charney Chatter & Facebook