

CHARNEY HALL & FIELD TRUST
CHARNEY VILLAGE HALL SUBCOMMITTEE
TERMS OF REFERENCE

PURPOSE

Under the direction of the management committee the sub-committee is responsible for

- a) Implementing the charity's approved Fire Safety and Health and Safety policies for the village hall.
- b) Maintaining the hall to a high standard, taking account of relevant safety policies and procedures.
- c) Identifying potential improvements to the village hall for consideration by the Management Committee.

MEMBERSHIP

The sub-committee will consist of at least two trustees, to include the lead trustee and deputy lead trustee, plus up to two co-opted volunteers from the local community.

RESPONSIBILITIES

- a) Implement and where appropriate recommend changes to the charity's approved safety policies for the village hall.
- b) Identify, develop and implement maintenance plans.
- c) Ensure compliance with regular equipment testing procedures.
- d) Ensure compliance with legal, health and safety and insurance requirements.
- e) Encourage the use of volunteers if necessary i.e cleaning rota.
- f) Identify budgetary implications for consideration by the management committee. Comply with the approved financial procedures.
- g) Seek grant aid where appropriate.
- h) Hall hire and equipment hire agreements.
- i) Consult with the local community on future development of the village hall.
- j) Report, as appropriate, at each meeting of CHAFT management committee.