

**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 AGENCIES)**

- 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 and Parish Council as and when appropriate
- b. Utilise Charney Chatter & Facebook