

VILLAGE HALL COMMITTEE

Approved by Shavington cum Gresty Parish Council on 1 May 2024



SHAVINGTON
CUM
GRESTY

5 Members of the Authority	Quorum 3
Meeting will take place twice per year	
<p>To advise, recommend and assist with the management of Shavington-cum-Gresty Village Hall on behalf of the Council.</p> <p>To ensure that the facility is managed in the best interests of the community and to ensure the efficient and effective allocation of resources.</p> <p>To approve, implement and review plans to meet the Village Hall occupancy target set yearly by the Council and improve sustainability of the Village Hall</p> <p>All non-committee members may attend meetings of the Committee except for confidential items and speak at the Chairman's discretion but are unable to vote.</p>	
Function of the Council Column 1	Delegation of Function Column 2
1 To manage the use of Shavington-cum-Gresty Village Hall and collect appropriate hiring fee	Village Hall Committee and Parish Clerk for routine management
2 To ensure the facility is kept in a properly maintained condition with specific attention to: Internal/external cleaning The repair of damage to the facility and other improvements as may be necessary from time to time Health & Safety regulations and requirements	Village Hall Committee within budget Council for everything without budgetary allocation. Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council
3 To monitor and ensure the essential supplies are available for staff, PCSO, and Hall hirers	Parish Clerk within budget Parish Clerk for emergency works without budgetary allocation (up to £1,000), in line with Finance Regulation, subject to reporting justification to next Council
4 To monitor and manage the relationship between Shavington-cum-Gresty Parish Council and Shavington Primary School with regards to the shared used of the Shavington Primary School's Car park (main road).	Village Hall Committee within budget Parish Clerk for routine management



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5	To advise and seek permission from Council for any proposed major works the Committee considers necessary, prior to any action being taken	Village Hall Committee within budget Council for everything without budgetary allocation. Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council
6	To provide Council with its recommendations for fees and charges for the use of the Village Hall. And to review and provide recommendations on the annual budget	Village Hall Committee
7	To suggest and implement alternative revenue sources (fundraising, special events, discount, coupons..)	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council
8	To consider and grant free use of the building and/or the car park where there is a clear community value on an ad-hoc basis	Village Hall Committee and/or Parish Clerk in consultation with the Chair and Vice-Chair of the Village Hall Committee subject to reporting justification to next Council
9	To suggest, implement and deliver temporary displays/exhibitions/ decorations in the Hall (e.g. Christmas lights, poster displays, installations,)	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council within budget Council for everything without budgetary allocation.
10	To define, implement and deliver marketing strategy within budget to ensure optimum occupancy	Village Hall Committee and/or Parish Clerk or Community Manager subject to reporting justification to next Council
11	To review the occupancy of the hall to inform the pricing structure	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council
12	To monitor the YTD Committee budget	Village Hall Committee



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13	To select and appoint suppliers for regular maintenance of the Village Hall and for the service of lights, utilities, internet provider and H&S checks and requirements	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council
14	To have an oversight of working groups formed to support occupancy target and to give support and advice.	Village Hall Committee
15	To lead on preparing and implementing the Emergency Plan and H&S Plans for the Village Hall	Village Hall Committee
16	To consider ad-hoc requests from hirers (such as variations of booking slots, granting the FOC use of the room, use of equipment, and use of the car park).	Clerk in consultation with the Chair and Vice-Chair of the Village Hall Committee subject to reporting justification to next Council

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.