

# **Cawood Old Boys School Management Committee**

## **Terms of Reference**

### **Purpose**

To act on behalf of Cawood Parish Council to manage the day to day maintenance and running of the Old Boys school as a community village hall.

To manage the income and running costs as a non profit organisation for the benefit of Cawood residents, particularly children.

### **Membership**

The officers of the committee will be:

- Chairperson
- Treasurer
- Meetings Secretary
- Bookings secretary

If necessary, the jobs of meetings secretary and bookings secretary may be combined.

At least 2 officers will be members of Cawood Parish Council.

A maximum of two other members may be co-opted onto the committee making a maximum of 6 committee members.

### **Accountability**

The committee will be accountable to Cawood Parish Council giving monthly reports at the Parish Council meetings.

### **Meetings**

- Meetings will be held 4 times per year with dates for each year fixed in advance.
- Meetings will be publicised on the parish council notice board and on their website.
- A quorum will be at least 3 people including 2 officers.
- The meetings secretary will circulate by email an agenda at least one week before each meeting, and minutes after the meeting. These will be sent to committee members and user group representatives, and minutes will be published on the parish council notice board and their website.
- Representatives of user groups and members of the public are invited to attend meetings, and there will be a slot at the beginning of each meeting for visitors to raise any relevant issues. However, unless they are co-opted committee members they will not have a vote.
- In the event of equity of votes, the chairman will have a casting vote.

### **Finance Arrangements**

The committee will

- Hold a bank account with internet facilities.
- Collect reasonable fees for the hire of the hall.
- Keep a budget, which will be reviewed at each meeting.
- Maintain an accurate record of income and expenditure
- Generate accounts for each year ending 31st March for scrutiny by the parish council and their internal control.
- Annually review the hall hire fees.
- Pay water charges directly.
- Reimburse the Parish council in full for electricity and fire safety charges.
- Pay an agreed contribution to the Parish council towards rent.

## **Other Responsibilities**

### **Old Boys School Management Committee**

- Operation of a booking system that is accessible to all potential users
- Cleaning and general maintenance
- PRS licence for music
- Quarterly inspections of the building and surroundings.
- Health and safety
- Fire prevention
- Keep these terms of reference under review and amend as necessary.

### **Cawood Parish Council**

- Negotiate the lease and pay the rent to the Cawood Feoffment Estate
- Pay electricity and fire safety charges (reimbursed by management committee)
- Insurance
- Manage any significant projects that are not within the budget of the Old Boys School Management Committee.