

**MANAGEMENT ARRANGEMENTS FOR NEWTON MEMORIAL HALL.**  
**Silver Street, Newton, Rugby, CV23 0DU**  
**Registered Charity Number 522971**

**1. PREAMBLE.**

1.1. Newton Memorial Hall (hereinafter referred to as 'the Hall') was built in 1927 in memory of those parishioners who had died in World War One. Since then it has been a focus of community activities and is utilised for private hire as well as organised events.

1.2. By a Deed of 1965 Newton and Biggin Parish Council (hereinafter referred to as 'the Parish Council') has been the sole trustee of the Hall. The Parish Council is also the Registered Owner of the Hall and its curtilage.

1.3. A separate Deed, also of 1965, established an arrangement whereby the Parish Council delegated various responsibilities relating to the Hall to a Village Hall Committee (hereinafter referred to as 'the Committee'). Over the intervening years the composition of that Committee has varied from that specified in the Deed. It should be noted that the Deed contains a provision whereby any decisions taken by the Committee shall not be invalidated by any failure to adhere to the requirements of that Deed, including those relating to the composition of that Committee.

1.4. The purpose of this document is to redefine the composition and responsibilities of the Committee to make them fit for purpose in the current day.

**2. PURPOSE OF VILLAGE HALL COMMITTEE.**

2.1 The Parish Council as sole Trustee and registered owner retains ultimate responsibility for the Hall. In order to expedite management and maintenance certain defined responsibilities are delegated to a Village Hall Committee.

2.2. When acting in its role as Trustee and owner of the Hall the Parish Council shall not add such matters to the agenda of a Parish Council agenda. Rather it shall meet separately as Trustee, though such a meeting can be held immediately before or after a Parish Council meeting. The Parish Council shall meet at least twice a year as Trustee and more often as may be required. The Minutes of such meetings will be recorded separately from Parish Council meetings.

**3. COMPOSITION OF VILLAGE HALL COMMITTEE**

3.1. The Committee shall have a minimum of 5 members. These shall be volunteers whose membership shall be confirmed at the Annual General

Meeting of the Committee. At least one member, but not more than two, shall be nominated by the Parish Council.

3.2. Once confirmed membership of the Committee shall last for 4 years.

3.3. Any member who wishes to stand down shall give the Clerk to the Committee a minimum of one month's notice.

3.4. The Committee shall hold an Annual General Meeting between 5th April and 31st May each year. At that meeting the Committee shall appoint, from amongst its membership, a Chair, a Treasurer, a Booking Clerk and a Meetings Clerk. The Committee may also, at its discretion, appoint a Vice Chair.

3.5. The Committee shall meet a minimum of 4 times a year or more often if it deems further meetings appropriate with the Minutes recorded by the Meetings Clerk. These shall be agreed at the next meeting of the Committee.

3.6. A quorum shall be achieved by the attendance of 3 members at a meeting.

3.7. The Committee will use its best endeavours to seek membership from community groups active in the Parish, including those in the parts of Coton Park that lie within the Parish boundary.

#### **4. ROLES AND RESPONSIBILITIES.**

4.1. The Committee shall have the primary responsibility of the effective management and maintenance of the Hall, subject to the parameters defined below. The Committee may also, at its discretion, organise or promote events in the Village Hall.

4.2. The Committee shall, at least once a year, review and agree booking fees and charges.

4.3. The Committee shall agree an Annual Budget.

(i) This shall include an uncommitted reserve deemed sufficient by the Committee's Treasurer to cover any unexpected emergency expenditure.

(ii) The Committee can agree expenditure of up to £1000 on the maintenance or improvement of the Hall. Any expenditure in excess of this amount shall first be agreed by the Parish Council in its role of sole Trustee and registered owner of the Hall.

4.4. The Committee and the Parish Council shall work together on the funding of major projects including the pursuit of third party grant support.

4.5. The Committee shall, in April of each year, submit to the Parish Council a summary of the preceding years finances including opening and closing balances, income and expenditure and reserves.

4.6. The Committee will ensure that the requirements of the Charities Act 2011 are followed with particular reference to submitting an annual return to the Charities Commission within 10 months of the end of the financial year.

4.7. The Committee shall regularly inspect the Hall along with its fixtures and fittings (using any external advice as appropriate) and shall undertake any repairs to ensure that it remains secure and provides a safe environment for users.

4.8. The Committee shall ensure that all of the users of the Hall find it clean (with particular reference to any advice or instruction from government as may be in place at the time). In pursuit of this the Committee may appoint a cleaner on such terms and conditions as it deems appropriate.

4.9. The Committee shall ensure that the external grounds of the Village Hall are well maintained and tidy, including the regular cutting of grassed areas. Again, it may appoint a person to be responsible for this work.

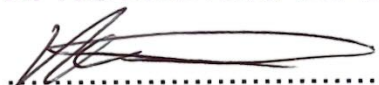
4.10. The Committee shall ensure that all persons hiring the Hall, particularly for group activities, are aware of their responsibilities in relation to both the safety of any persons in the group and also the proper use of the Hall. If any hirer has breached booking conditions or has otherwise used the Hall in an unsatisfactory way the Committee may refuse future bookings.

4.12. Any complaints from hirers relating to the Hall shall be submitted to and resolved by the Committee. Any complaints about the Committee itself shall be submitted to and resolved by the Parish Council.

4.13. The Committee shall be responsible for ensuring that the Hall (including its grounds and internal fixtures and fittings) is fully insured.

4.14. The Committee shall ensure that the Hall operates at all times within legislation with particular reference to that relating to Health and Safety and Equalities.


**AGREED BY THE VILLAGE HALL COMMITTEE  
AT ITS MEETING ON 15th SEPTEMBER 2022.**

 ..... Robert Threadgold **CHAIR.**

 ..... Veronica Carter **MEETINGS CLERK.**

**AGREED BY NEWTON AND BIGGIN PARISH COUNCIL  
AT ITS MEETING ON 28 SEPTEMBER 2022**

 ..... Ian Davis **CHAIR**

 ..... Rebecca Barry **CLERK AND RESPONSIBLE  
FINANCE OFFICER.**