

RAMSDEN HALL TRUST MANAGEMENT COMMITTEE

TERMS OF REFERENCE

The Ramsden (Memorial) Hall Trust Deed was made on 30 December 1952 between Eleanor Ramsden and the Parish Council (PC) of Old Bolingbroke. Funds were established for the erection of a recreational room, hall or institute for the use and enjoyment of the inhabitants of the Parish of Old Bolingbroke.

Clause 4 of the deed allows the PC to depute the general management control and upkeep of the hall to a committee appointed by the council but not necessarily consisting of members of the council.

As Sole Charity Trustee (SCT) of the Ramsden Hall Trust, the PC has determined that a Management Committee (the Committee) will manage the day-to-day affairs of the hall. This document sets out the constitution and terms of reference for the Committee including its purpose and the rules for how it should operate.

Constitution and code of conduct

- a) Up to 7 members of the Committee shall be drawn from the local community, either as individuals or from groups using the hall. In addition, the PC in its capacity as SCT, shall nominate 2 Councillors as representatives of the Ramsden Hall Trust.
- b) The Committee shall appoint a Chairperson who cannot be the PC Chair (as they are also the Trustee chair) or the holder of office on the PC. For clarity, PC officers are its chair, vice chair and responsible finance officer.
- c) In addition, the Committee may appoint other officers as deemed necessary, including a treasurer and secretary.
- d) Members of the Committee who are not Parish Councillors would not become trustees of the Ramsden Hall (charity) Trust. However, the Committee chair, treasurer and secretary should be invited to attend meetings of the SCT.
- e) Staff may be appointed by the SCT, as deemed necessary for the running of the hall, providing they are suitably qualified. The services of the Parish Clerk and other Council employees may be used.
- f) Committee membership shall be approved by the PC in its capacity as SCT. In the event of any vacancy, applicants wishing to join the Committee should be approved by both the SCT and the Committee.
- g) PCs as SCTs must follow the code of conduct set out in the Localism Act 2011 based on the seven Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership. These principles also apply to the Management Committee members. Should any reservations concerning the conduct of any member of the Committee arise these are to be notified, in writing, to the Committee Secretary and discussed at the next Committee meeting. In the absence of a successful resolution, the matter should be escalated to the SCT and discussed in a closed session at their next meeting. Clear evidence of a breach of the Terms of Reference must be presented.

- h) Remuneration out of charity funds must not cover more than the reasonable cost of providing the service and may only be at the rate agreed by the Trustees or follow nationally agreed rates.
- i) Mileage claims must be submitted to the Committee for approval and will be paid at standard government rate.
- j) Committee members who are also Councillors may not be paid for their services without clear authority in the Trusts governing document or from the Charity Commission or Courts.
- k) In the event of more than fifty percent of the Committee resigning with no suitable replacements coming forward, responsibility for the day-to-day management of the hall shall revert to the PC in its role as SCT, until such times as a new Committee can be formed.

Conducting business

- 1) The Committee must conduct its business in accordance with PC standing orders, local authority rules and terms of reference set by the PC.
- 2) The PC in its role as SCT will review the Committees terms of reference annually and publish them at the Trusts Annual General Meeting (AGM).
- 3) Separate accounts must be kept in the charity's name, for the charity's income and expenditure, as required by the Charities Act 2011 and should be subject to independent examination.
- 4) Income, expenditure, and bank balances should be reported at each meeting of the Committee and all payments authorised by two signatories, one of whom should be a representative of the SCT.
- 5) All expenditure should conform to the standing orders and financial instructions as set down by the PC. Accounts records are to be made available for inspection by the SCT upon request and to members of the public at the Trusts AGM.
- 6) If the PC uses money from the precept (or other income or reserves held as a local authority) in order to meet expenditure by the charity, this should be shown in both the PC and charity's accounts as a grant to the charity.
- 7) Capital and strategic expenditure affecting the fabric of the hall or improvements to facilities must be approved by the PC, in its role as SCT, and in consultation with the local community. Any, and all expenditure must conform to standing orders and financial instructions and be compliant with local authority regulation.
- 8) The Committee will support the SCT in its funding and grant applications to repair, refurbish and improve the hall.
- 9) All correspondence, including emails, should be clearly identified as business of the management Committee and should not be confused with PC business in its capacity as a local authority.
- 10) Committee meetings should be public and held at least four times a year. Rules relating to the notice to be given for PC and SCT meetings and the signing of minutes also apply to the Committee.
- 11) Minutes of meetings should kept as a record of discussion and lodged with the Trusts secretary/Parish Clerk. Minutes should also be made available to the public at the Trusts AGM.

- 12) Committee members may vote on matters under discussion but, as the PC is the SCT of the village hall and is responsible for the committee's actions, no vote would bind the PC.
- 13) The Committee chair will produce an annual written report to be made available at the Trusts AGM.
- 14) A hall booking system must be used that includes terms of use and actions to be taken in breaches of use. Records shall be kept by a bookings secretary that includes a list of key holders and any declined bookings. The booking system should be widely available to members of the public.
- 15) The Committee are collectively responsible for ensuring day-to-day compliance with health and safety standards and shall appoint a health and safety lead from one its members. Risk assessments and emergency procedure reviews shall be undertaken on at least an annual basis, or as necessary. All reviews must be documented, and guidance must be clearly displayed and readily available to hall users, visitors, volunteers and staff.
- 16) An emergency contacts list (including key holders) to be maintained by the Committee secretary, published on the hall notice board(s) and lodged with the Trusts secretary/Parish Clerk.
- 17) A formal complaints procedure shall be in place and written complaints received regarding the hall must be responded to, in writing, by the Committee within 20 working days of the receipt of the complaint. Copies of complaints and responses shall be lodged with the Trusts secretary/Parish Clerk.

Signed on behalf of Ramsden Hall Trust

(Chair of Trustees)

Signed on behalf of Ramsden Hall Trust Management Committee

(Chair, Management Committee)

Date