

BRIDGNORTH COMMUNITY HALL (Registered Charity No. 1050804)

Terms of Reference of the Management Committee

Membership

The Committee consists of

- 6 members appointed by the Trustee (Bridgnorth Town Council)
- 3 members appointed by the Management Committee

Members are appointed for a term of 12 months and can be reappointed.

Quorum

3 members of which 2 are members appointed by the Trustee.

The Committee will not meet without the Secretary (the Town Clerk or nominated deputy) in attendance.

Voting

Each member has one vote with the Chairman holding a casting vote in the event of a tie

Meetings

The Committee will meet at least 3 times per annum and will appoint a Chairman at the first meeting following the Annual General Meeting (AGM)

General

The objects of the Charity are:

“Provision of a community hall, primarily for the use of the inhabitants of Bridgnorth, without distinction of political, religious and other opinions, including use for meetings, lectures, classes and other forms of leisure and recreation activity with the object of improving the condition of the life for the said inhabitants”

Delegated Functions

The Trustee has agreed to delegate the following general functions to the Committee (extract Town Council minute 0419/2122)

“Responsible for the management of the Charity and its affairs on behalf of the Sole Trustee (Bridgnorth Town Council) and will report regularly to the Sole Trustee to demonstrate that it is carrying out its delegated functions appropriately.”

Reserved Matters

The following functions are reserved to the Trustee

- Appointment of 6 members to the Management Committee
- Approval of the Annual Accounts and Annual Return to the Charity Commission
- Approval of bank signatories and the opening/closing of bank/investment accounts
- Appointment of an external examiner of the Accounts.
- Approval of loans/mortgages
- Approval of lease/purchase of land
- Approval of the Management Committee's forward plan

Functions of the Committee

These are not exhaustive.

1. To keep the hall in good repair meeting all current statutory safety regulations
2. To negotiate the annual service agreement with Bridgnorth Town Council. This currently covers the provision of caretaking, routine maintenance, basic administration, accountancy services, health and safety inspections and the management of hall bookings
3. To set its annual budget and scale of fees and charges
4. To manage the hall's income and expenditure so that it generates an appropriate surplus.
5. To periodically review the hall's usage and the views of regular hall users
6. To develop and periodically review a forward plan to ensure that the hall remains financially sound, meets the needs of its beneficiaries, and can meet its repair obligations
7. To appoint up to 3 members to the Management Committee having regard to the skill base of the current membership.
8. To hold an Annual General Meeting to which the inhabitants of Bridgnorth are invited