

Rowlands Castle Parish Hall Charity

Charitable Incorporated Organisation (CIO) No: 1163499

Sole Trustee: Rowlands Castle Parish Council

c/o 11 Links Lane, Rowlands Castle, Hampshire PO9 6AD

Tel: 02392 413044 and Email: clerk@rowlandscastlepc.org.uk

Rowlands Castle Parish Hall Management Committee

Rules and Terms of Reference

**Agreed and approved by Rowlands Castle Parish Council as the Charity's Trustee
on 2 October 2023 and replaces all previous versions**

1. The stated aims of the Rowlands Castle Parish Hall Charitable Incorporated Organisation ('the Charity') are:

"The advancement of education and the provision of facilities in the interests of social welfare for recreation and leisure time occupation, without distinction of sex, sexual orientation, race or of political, religious or other opinions, for the benefit of the residents of the parish of Rowlands Castle and the immediate neighbourhood, with the object of improving the conditions of life for such persons."

2. Rowlands Castle Parish Council, the Charity's Trustee ('the Trustee'), has delegated authority to a Management Committee, to be known as the Rowlands Castle Parish Hall Management Committee ('the Committee'). This Committee will be responsible for the routine management of the Charity, ensuring that facilities are maintained, and where appropriate improved or enhanced, whilst ensuring financial probity.
3. The Committee will consist of not fewer than 5 members, of which at least two shall be parish councillors. Parish Councillor members shall be appointed at the Annual Meeting of the Parish Council. Other members shall be drawn from representatives of organisations/groups which use the Parish Hall and others with an interest in preserving and improving the facilities, with the approval of the Committee. The Chairman of the Committee shall be elected from amongst its members, at the first meeting after the Annual Meeting of the Parish Council each year. A quorum shall be 3 members, one of whom should be a parish councillor. Other individuals may be present at the meetings but will not hold voting rights eg Council employees. The Parish Council can remove a council member or co-opted member from the Committee at any time throughout the year (having shown good reason for such removal if mid-term)
4. Meetings should be held at intervals to be decided by the Committee, not less than 4 times per annum. The meetings shall be conducted in accordance with the basic Parish Council procedures, including the keeping of accurate minutes and financial decision-making. The acts and proceedings of the Committee shall be brought to the attention of the Trustee as soon as is reasonably practicable, normally by means of the Trustee formally receiving the minutes of Committee Meetings
5. The Committee shall be free to conduct the day-to-day affairs of the Charity, subject to any policies laid down by the Trustee. The role of the Committee is to care for and maintain the wellbeing of the Charity and its assets, in accordance with the Constitution. Any actions, financial or otherwise, shall only be in support of the Charity's objectives.
6. The duties of the Committee shall include:
 - a) Maintain the grounds and buildings of the Charity,
 - b) Produce a draft budget for discussion with, and approval by the Trustee,

Rowlands Castle Parish Hall Management Committee

Rules and Terms of Reference (cont)

- c) Set fees for the use of the facilities, taking into account any subsidy provided by the Trustee. The aim shall be to minimise any subsidy as far as is reasonable,
 - d) Operate one or more bank accounts on behalf of the Charity,
 - e) Provide to the Trustee, on an annual basis, a report on the Charity's status, performance and plans for the future,
 - f) Seek efficiency improvements in the way services are provided,
 - g) Produce annual accounts to the Trustee, for its approval prior to submission to the Charity Commission,
 - h) With prior agreement, repay to the Trustee the full cost of services provided by the Trustee to assist the efficient operation of the Charity.
 - i) Consider alternative income streams, to be used only if furthering the Charity's objectives,
 - j) Employ staff as necessary to maintain/improve the Charity's facilities and ensure users of the Hall have a means of contact,
 - k) Ensure that adequate insurance cover is in place for the assets of the Charity, and users of the Parish Hall, where appropriate.
7. The Committee has delegated authority to spend funds in furtherance of the Charity's objectives up to a limit of £3,000 at any one time. Any larger sum shall require the approval of the Trustee. In time-critical situations, the Trustee delegates authority to the Clerk to the Trustee and any two parish councillors to take urgent decisions on spending between Trustee meetings. Comprehensive information should be provided to inform such decision-making and any spend should be reported to the next Trustee meeting.
8. All activities of the Committee shall be conducted with due transparency and process. Committee members must declare any conflicts of interest (pecuniary or non-pecuniary) which will then be managed in an appropriate manner and documented in the minutes.
9. These rules may be updated and amended, at the discretion of the Trustee, on advice offered by the Management Committee or others, or in order to comply with other authoritative advice or guidance.