

Rowlands Castle Parish Hall Charity

Charitable Incorporated Organisation (CIC) 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

1. The stated aims of Rowlands Castle Parish Hall Charity ('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 more than 9 and not fewer than 5 members, of which at least 2 shall normally be parish councillors. Other members shall be drawn from representatives of users of the Parish Hall and others with an interest in preserving and improving the facilities. The Chairman of the Committee shall be elected from amongst its members. A quorum shall be 3 members.
4. Meetings should be held at intervals to be decided by the Committee. The meetings shall be conducted in accordance with the principle of standard Parish Council procedures. In addition, the Charity will hold an AGM at intervals not exceeding 15 months, which should involve all interested parties.
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,
 - 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, at not more than 6 monthly intervals, 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,
 - 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.

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- i) Consider alternative income streams, to be used if furthering the Charity's objectives,
 - j) Employ staff as necessary to maintain/improve the Charity's facilities,
 - 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 £2000 at any one time. Any larger sum shall require the approval of the Trustee.
8. All activities of the Committee shall be conducted with due transparency and process, and as far as is possible, in line with the Procedures and Standing Orders of the Trustee as a Parish Council.
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.

Agreed and approved by Rowlands Castle Parish Council, the Charity's Trustee
5 February 2018