



Terms of Reference

Relationship between Manley Village Hall Management Committee and Manley Village Hall Social Club

The purpose of this document is to set out the roles and responsibilities, and the interactions between Manley Village Hall Management Committee (MC) and Manley Village Hall Social Club (SC).

In broad terms the MC has the overall ownership of the property and assets (which includes snooker tables, bowling green, tennis courts, bar equipment and furniture), delegated by the Parish Council. Any equipment, whilst used by other groups, such as the SC or Youth Forum is done so on a Free of Charge basis, the ownership sits with the MC.

Any decisions on new investments will be taken jointly with agreement on the funding route upfront. An investment plan for the Hall will be discussed and developed.

The MC has the insurance, license for the bar and the overall Health and Safety responsibility for the Hall and is the overarching governing body. The day to day operation of the bar area and snooker room is delegated to the SC. Normal SC openings for social club members is usually Wednesday/ Thursday/ Friday. Any other openings, for example, to watch sporting events, will be arranged in advance and not to impact on other users of the Hall. If the main Hall area is to be used this will be done using the normal Hall Bookings form with the Bookings Secretary and will be treated as a normal manner as a hirer, and will be expected to adhere to the same rules.

The SC whilst operating separately from the MC, reports into it, providing details on an as agreed (ideally monthly) basis of the accounts and any issues, with a formal update provided at the MC AGM.

Any surpluses (above £4,000) in the SC account will be donated to the MC on a quarterly basis, any issues regarding the income of the SC will be raised quickly with the MC. The SC as part of the donation to the MC pays for cleaning of the Village Hall.

The SC will adhere to any license conditions in place to operate the bar, one of which is to maintain up to date records of members and having a guest book.

The two committees endeavour to work together in support of each other to the mutual benefit of the Village Hall. A member of the MC has a seat and standing invite to the SC meetings and vice versa, with one (at least) member of the SC being a Trustee of the Village Hall.