***Approved at FPC meeting 14th May 2026***

# Framsden Village Hall Management Committee (VHMC)

**aka 'The Village Hall Team' or VHT**

## Terms of Reference

*Constitution*

The village hall management committee is a committee of Framsden Parish Council (FPC). It will consist of at least one parish councillor (to be present at all meetings) and an unspecified number of volunteers from the parish.

It is expected that as many members of the committee will attend each meeting as possible, but to be quorate there must be minimum of three members of the committee in attendance at VHMC meetings.

Ideally the committee will be expected to meet a minimum of 6 meetings per year with these meetings being at least a week before the parish council meeting to allow for a report to be presented to the parish council. Monthly meetings would enable small decisions that don't require referral to the full Parish Council to be carried out in a more efficient manner.

Committee meetings will be open to the public to view, and may include a public forum.

A period of three clear days' notice is required for all Committee meetings, but this may include weekends and/or Bank Holidays, allowing for a shorter notice period that for a full Parish Council meeting to be given in order for a meeting to be convened. NALC recommends that all Parish Council Committees meet at non-licenced premises. (The committee will need to let the Parish Council Clerk know when the meetings are to be held, so that these can be published on the parish council website to meet legal requirements – if possible, publication of the agenda would be also advisable)

The Parish Councillor will chair the committee and minutes will be published in order to report back to the parish council. (It is a legal requirement that Parish Council Committee Meetings have published minutes, but these minutes can be done by any member of the Committee, it is not a legal requirement that the Parish Clerk attend and take the minutes for Committees. If nobody else is willing to take such minutes then the Parish Council Clerk can attend, if necessary but this will cost the Parish Council some travel expenses and would need to be agreed in advance)

Ideally VHMC would have a representative from each village organisations but as it is sometimes it's difficult to get volunteers this is not a requirement.

*Requirements of the Lease*
The lease has some clear requirements that must be complied with. In summary they are:

- The lease is between the Diocese of St Edmundsbury and Ipswich and Framsden parish council. The Framsden Parochial Church Council is listed as an "other party".

- The lease runs from 1 January 2020 to 31 December 2063. Rent is due in advance on 1st January each year and is fixed at £120 pa for the first three years then is inflation adjusted (formula in Schedule 1). A Standing Order from the Parish Council bank account is set up and re-approved each year to ensure that the rent is paid.

- The village hall can only be used as a village hall, play area (garden) and car park for the ***benefit of the inhabitants of Framsden and the surrounding area.***

- All premises (inside and out) and things on it must be kept in **good and safe repair and condition and clean and tidy at all times. The boundaries and stream to the rear must be kept free from obstruction**

- ***Not to allow any dangerous, inflammable or offensive substances or apparatus*** on the premises

- ***No alterations can be made without written consen***t of the Landlord except those in Schedule 2 (however it would be good practice to ask for consent anyway). Schedule 2 says provision of access for the disabled, upgrading and or new toilets, kitchen lighting and heating.

- ***PCC can use the village hall for not less than 36 days a year on same terms as others*** who use the village hall

- **Functions must end by 23:45 hrs Mon-Sat and 23:00 hrs Sunday**

- *Insurance against damage or destruction* must be in place and ***public and occupier's liability insurance up to £5m cover***. **Landlord must see evidence** of insurance annually on 1st Jan. The Parish Council arranges this insurance and copies of certificates are available to view on the website https://framsdenparishcouncil.gov.uk

- **On termination the village hall must be vacant and in good repair and condition**

## *Management of the village hall*

The following areas are part of day-to-day management:

*Maintenance of the village Hall and implementation of health and safety requirements*
The VHMC are responsible for ensuring the interior and exterior of the village hall and surrounding land is well maintained and kept clean and tidy as well as complying with all health and safety rules that would apply. It is suggested that a member of the committee is

appointed with responsibility for this maintenance. An annual maintenance schedule should be drawn up with priority projects.

Cleaning should continue as now, with weekly paid cleaning supplemented by volunteer cleaning (at least quarterly).

See *financial responsibility* below for all details. Note that for expenses of more than £750 there should be a costed proposal presented to the Parish Council for approval. Ideally this would be done in time for budgets to be set up by the council (Note: Budget setting starts Sept/Nov but is usually finalised at the January meeting – a budget must be minuted as agreed prior to the setting of the precept). The current financial year budget can be viewed on the website https://framsdenparishcouncil.gov.uk

Items over £750 would ideally need to have three quotes obtained in advance of a Full Parish Council meeting, but the VHMC could put in their recommendation as a motion to be voted upon, to help streamline the decision making process. Smaller amounts are dealt with below.

*Managing bookings and other financial items related to the village hall*
The VHMC are responsible for agreeing a pricing structure and for ensuring this is available on the village website. All booking should agree to a set of written requirements before the booking is accepted.
The PCC has a right to book the village hall for 36 days at the same rate as other similar organisations.
Those booking the hall are requested to make direct payment to the Parish Council bank account (invoices can be generated if requested). The Parish Clerk will liaise with the Village Hall Booking Clerk, advising which payments have been received. The Booking Clerk will then check the payments received against the booking diary to ensure that all bookings are paid for and chase for payment if necessary.

*Insurance*
The Parish Clerk will continue to renew the insurance for the village hall and ensure the diocese see the details on 1 January each year in accordance with the Lease. (The insurance renewal for the VH comes through from Community Action Suffolk and is paid by the Parish Council) copies of certificates are available to view on the website https://framsdenparishcouncil.gov.uk)

*Running costs*
All bills such as Electricity, Water, rent, and any health and safety inspections (PAT testing, fire alarm and extinguisher testing etc) should be paid by the Parish Clerk after meter readings are passed on by the VHMC on request (All these items that would come under VH Running Costs, so the VHMC can pass them on as and when required for payment to be made at the next available full Parish Council meeting. Contractors would need to be advised that payments are only to be authorised at full PC meetings.)

*Fund raising*
The VHMC shall attempt to raise fund for projects in collaboration with the parish council. Note that clause 2.16 of the lease agreement that requires that all reasonable efforts are made to obtain grants or funds to meet the cost of works in schedule 2 which lists the provision of access for the disabled, upgrading and or new toilets, kitchen lighting and heating.

*Improvements and developments*
(See above – Fund raising) The VHMC can propose further upgrades and development to the parish council with ideas for costs and funding.

*Financial responsibility*
The VHMC can spend up to £150 without need for a formal quotation or advance permission. Receipts would need to be provided to reclaim the costs. These costs could be deemed essential running costs

Between £150 and £750 can be spent per quarter without advance permission as long as the VHMC can evidence that they've compared prices and got the best deal. Spending can go ahead but it must be ratified at the next PC meeting.

Above £750 needs three quotes and advance confirmation to go ahead at a full Parish Council meeting.

*Reporting*
The VHMC will report the parish council at each meeting via the parish council member on the committee. Contact detail of the members of the VHMC will be added to the parish council website. The committee will be subject to the Standing Orders that govern the Parish Council

*Proposed Charges*
The pricing structure details should be agreed by the VHMC using the principles laid out below and presented to the parish council for formal agreement.

Pricing should be fair and consistent. There should be a distinction between the prices charged for residents and non-residents. Local charity events will fall into the residents pricing category.

The aim is to cover the costs of any hire and provide an affordable facility for the parish.

Current hire charges are available to view on the website https://framsdenparishcouncil.gov.uk and will be reviewed annually as part of the budget setting process.

A deposit may be requested at the discretion of the person responsible for bookings.