



*Claygate  
Village Hall Association*

Registered Charity No., 305007

# **Claygate Village Hall Association**

## **Forward Management Plan**

### **April 2019**

Produced by: Claygate Village Hall Management Committee  
Registered Charity Number: 305007

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## Version History

Version	Status	Date	Changes Made
1.0	Draft	June 2018	
1.3	Draft	January 2019	Amendment to section re authorisation levels as agreed at Trustee meeting on Oct '18
1.4	Draft	March 2019	For review at March Trustees Meeting
2.0	Approved	April 2019	Approved by Trustees

# **Introduction**

## **What is the Claygate Village Hall Forward Management Plan?**

This document was produced by the Claygate Village Hall Management Committee to set out its thoughts for the future management of Claygate Village Hall.

## **Why was the plan produced?**

The purpose of this plan is:

- To provide a basis for the Trustees to define the objectives and management of the Village Hall annually.
- To enable plans to be shared with all parties who have an interest in the Village Hall including the people of Claygate, the Parish Council and the Charities Commission.
- To involve people and groups within the community with the plans for the future.
- To make the most of the facilities provided by the Village Hall.
- To form the basis for bids for grants.
- To make the management more transparent.
- To encourage involvement from local people.

## **Who was involved in developing the plan?**

The initial draft of this plan was produced by members of the Claygate Village Hall Management Committee. The plan will be shared with Trustees and stakeholders via the website.

## **How will the plan be reviewed?**

The plan will be reviewed annually at the Village Hall Annual General Meeting (AGM) to ensure that it reflects the views of the Management Committee, Trustees and local people.

The plan will also be reviewed in response to major internal or external changes such as national policy changes or an unexpected event.

## **How will the plan be shared with the village?**

The plan will be shared with the local community by:

- Making it available at the AGM.
- Sending it to the Parish Council.
- Making it accessible via the Village Hall website.
- Providing details on how to obtain a hardcopy printed in the Claygate Courier.

# Background

## What is the history of the hall?

The Claygate Village Hall Association (CVHA) was formed in October 1949 with the aim of providing a venue for Claygate Dramatic Society and 20 other village organisations, societies and clubs to meet. At the time there were halls where community groups could meet, but these were not adequate for the wide range of activities which included children's clinics, indoor sports, dances, whist drives, wedding receptions, jumble sales, exhibitions, drama shows, parties, concerts, dinners, auctions, sales of work, meetings etc.

The CVHA bought the main plot of land from the British Legion for £650 in 1949. The Church Commissioners and War Office added to the site giving enough space for a hall and car park. Funds were raised and donated over the next 9 years with the foundation stone being laid finally on 13<sup>th</sup> December 1958 and the hall opening in June 1959.

(Information taken from Matthew Peebles Claygate Book)

## Who is responsible for the hall?

Claygate Village Hall Association became a registered charity (Number 305007) under a Charity Commission Scheme dated 21<sup>st</sup> February 1997 which superseded the original Declaration of Trust dated 20<sup>th</sup> July 1959. An electronic copy of the Scheme has been circulated to Trustees and Officers and is available on request. The CVHA Board of Trustees is responsible for the hall and elects a Chair and Vice Chair who head up the Management Committee which is responsible for the day to day running of the hall.

## What is the purpose of the hall?

The Scheme states that the land and building shall be held in trust:

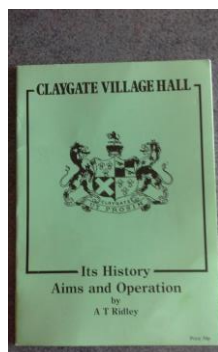
“For the use of the inhabitants of the Parish of Claygate and the neighbouring area without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants”.

Shortly after the opening of the Hall, it was agreed that the Hall could be hired to local groups and organisations, so as to assist with its funding, provided that this did not conflict with its availability for its members. Over time this use has become dominant in terms both of funding and time. Whilst this leaves little scope for accepting further bookings, most of these hirers depend on serving residents of Claygate who are therefore Hall members entitled to use of the Hall.

## Where can I find out more?

During its lifetime the CVHA has published two booklets pictured below.

The first is a gold covered paperback published in 1953 and there are still a few copies about. The second is shorter summary and was published in around 1986. In addition there are 2 pages in Malcolm Peebles' Claygate Book devoted to our Village Hall.



# Trustees of the Village Hall

## How are Trustees appointed?

Trustees are appointed annually at the AGM. The Board of Trustees is governed by rules laid down in the Charity Commission Scheme dated 21<sup>st</sup> February 1997 provided in hard copy at the time but now converted to an electronic format. This states that the Board will contain up to 14 Trustees, 6 being elected, 8 nominated as representatives by organisations using the hall, and up to 3 being co-opted during the year.

### Elected Trustees

Up to six members elected at the AGM (aka Community Trustees)

[Note: the original number of 3 quoted in the Scheme was increased to 6 by a resolution put forward and approved at the AGM held on 27<sup>th</sup> May 2010 and recorded in the minutes.]

### Representative Trustees

The following organisations are currently represented:

One member nominated by Claygate Parish Council

No representative of the Friends of Capelfield

One member nominated by Claygate Dramatic Society

One member nominated by Claygate Village Women's Institute

One member nominated by Claygate Gardening Society

One member nominated by Claygate Village Association

One member nominated by Claygate Flower Show Association.

[Note: the organisations listed in the Scheme change from time to time, this list reflects the current composition and will be amended as necessary by agreement at the AGM.]

### Co-opted Trustees

Up to three members co-opted onto the Board by existing members.

[Note: the Scheme states that each appointment of a Co-opted Trustee shall be made at a meeting of the Board to take effect from the date of the meeting.]

## What are the responsibilities of the Board of Trustees?

The Trustees are responsible for:

- Ensuring that the Village Hall is run in accordance with the Scheme and the requirements of the Charities Commission.
- Ensuring that the Village Hall is run in compliance with all relevant laws and regulations.
- Setting up an executive Management Committee.
- Consulting the local community about plans for the Village Hall.

The Trustees are required by the Scheme to hold an AGM in May/June each year at which the annual accounts are presented, and performance for the last year is reviewed and future plans outlined. The AGM is open to the members of the public who live in the Parish of Claygate.

A list of Trustees, their roles and date of joining are provided as an Annex to this document.

# Management Committee

## How is the Management Committee formed?

The Management Committee re-forms annually, at the Trustees meeting following the AGM. The Trustees appoint a Chair and Vice Chair who in turn appoint officers as committee roles become vacant.

## What are the responsibilities of the Management Committee?

The Management Committee is responsible for:

- Coordinating use of the hall.
- Organising housekeeping, maintenance, repair and improvement of the Village Hall and its grounds.
- Managing the finances of the Village Hall and paying debts incurred in the running of the hall.
- Ensuring that the Village Hall is run in compliance with all relevant laws and regulations.
- Developing and reviewing policies as required.
- Organising the AGM (see individual responsibilities below) and two ordinary general meetings of the Board, annually.
- Holding regular management meetings to ensure the smooth running of the hall.
- Providing minutes of meetings to the Trustees.
- Carrying out risk assessments to ensure the building and its environs are safe and free from actual and potential hazards to users. To be undertaken 3 times a year, as close to the Trustees' meetings as possible.

## What are the roles of those on the committee?

The current committee comprises the following roles:

- Chair
- Vice-Chair
- Treasurer
- Secretary
- Lettings Manager
- Hall Manager

## What are the responsibilities of each committee role?

These are presented fully in Role Descriptions which are an Annex to this document. In summary the officers are as follows:

**Chair:** Chairs all committee meetings and the AGM. Provides overall leadership and guidance to the committee are fulfilled by a trustee elected at the first Trustees meeting after the AGM

**Vice-Chair:** Deputises for the Chair. A trustee elected at the first Trustees meeting after the AGM

**Treasurer.** Responsible for producing the annual accounts, presenting them at the AGM and submitting annual returns to the Charity Commission. Responsible for all day-to-day financial transactions including receipting and banking relating to bookings and also paying of bills owed by the hall.

**Secretary:** Responsible for recording all meetings and sharing information between the Trustees and Officers. Responsible for compiling and sending all general correspondence as and when required.

**Lettings Manager:** Responsible for maintaining the calendar of hall bookings, handling enquiries from those interested in making bookings and arranging all bookings upon request. Sending out invoices to hirers and recording and passing to the Treasurer, any deposits and booking fees received.

**Hall Manager:** Responsible for maintenance of the hall and keeping the Building Maintenance Plan with contact details for all suppliers.

All officers work together to support all activities relating to the running of the hall.

### **How frequently does the Management Committee meet?**

The committee aims to meet every 5-6 weeks, subject to a minimum frequency of once every three months as defined by the Scheme. Ordinary meetings are held, usually in the Committee Room at the Hall, to review actions, plan, monitor finances, monitor bookings, keep on top of maintenance and health and safety matters.

Ordinary committee meetings are not held in public. All meetings are minuted by the Secretary, circulated for comment within the committee and then circulated to the Trustees.

### **How do the Management Committee liaise with the Board of Trustees?**

In addition to the circulation of draft minutes after every MC meeting, the Chair and Vice-Chair, as Trustees themselves, represent the Board and, with assistance from the Secretary, are responsible for maintaining a sound relationship with them. This is in part achieved by the maintenance of this plan.

### **What links are there to the village and local groups?**

The Board of Trustees includes representatives from local groups and the community as required by the Scheme.



# Historical Perspective

## Who uses the hall?

Claygate Village Hall is one of three halls in Claygate, Holy Trinity Church Hall and the Community Centre being the other two. Of these only the Village Hall has full stage facilities including a fully rigged stage lighting and sound system with a control gallery, storage for scenery flats and changing rooms.

We have two halls available, one large hall with a stage and one small hall as well as a committee room for small meetings.

We have two types of user:

- **Regular:** Approximately 20 plus regular users use the two halls and committee room on a daily, weekly, monthly quarterly and annual basis for classes, meetings, talks and demonstrations. Of these regular users there are a number who use the stage facilities for shows and demonstrations as well as the two halls for training and rehearsals as shown below:

### Users include

- Claygate Village Women's Institute
- Gardening Society
- Parish Council
- Village Hall Management Committee
- Montessori Playgroup
- Election Polling Station

### Stage Users include

- Claygate Dramatic Society
  - Chadsworth Stage School
  - MM DanceCraft
  - Epsom Players
- **Ad-hoc users.** People who hire the halls for special events such as family and children's parties.

The halls are available for hire 7 days a week, 52 weeks a year, except for one week in August when regular maintenance work takes place.

The following table splits users of the halls into these 2 groups and then provides a total for those who use the stage. Figures are for the financial years 2016 and 2017.

Hall User	2016		2017 (to Sept)	
	Income	Percentage	Income	Percentage
Regular	£46,161	87.4%	£32,887	88.9%
Ad-hoc	£6,690	12.6%	£4,120	11.1%
<b>Total</b>	£52,851		£37,007	
Stage	£14,975	28.3%	£10,535	28.4%

**Note:** The stage percentage is against the total, the % figure would be higher against regular users.

The Music Festival as an annual event is not classed as a regular user.

Many ad-hoc users do use the stage in the course of private parties, band practice etc. The invoices are silent on this point.

## Financial Aspects

### What are the sources of income for the hall?

All of our income comes from hirers apart from interest on our savings.

The following table shows the income generated from the hall over the period January 2013 to December 2017.

	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Lettings	50,566	53,763	57,109	52,851	55,153
Interest	1,910	1,396	899	801	459
<b>Total</b>	<b>52,476</b>	<b>55,159</b>	<b>58,108</b>	<b>53,652</b>	<b>55,612</b>

**Note:** Figures are taken from the annual accounts which are published in around June of the following year.

### What are the main areas of expenditure for the hall?

The following table summarises the expenditure for the hall over the period 2013-2017:

<b>Period</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Maintenance & Renewals	21073	15967	28776	27031	18141
Projects					9765
Gas	4949	3671	4179	3874	3989
Electricity	4739	3912	3923	4288	4128
Water	276	720	1509	654	864
Insurance	3349	3529	4097	4206	3873
Lettings Expenses	4708	5168	6016	6076	7,030
Cleaning	7450	7433	10761	11283	10,496
Administration	1090	971	1022	571	483
Performing Rights	1227	1214	1290	1371	1371
Audit Fee	340	347	360	360	-
Advertising	123	283	145	310	65
Other	-	105	21	740	267
<b>Total</b>	<b>£49,324</b>	<b>£43,320</b>	<b>£62,099</b>	<b>£60,764</b>	<b>£60,472</b>

**Note:** Figures are taken from the annual accounts.

### What key improvements have been made to the hall?

The key improvements which have been subsequently implemented are:

- The installation of automatic doors
- 2003/4 Operation Facelift saw the installation of double glazing
- The building of a single storey rear extension in 2009/10
- In 2011 The foyer was subject to renovation

- During 2016 & 2017 the rigging over the stage which supports the lights was upgraded to meet regulatory requirements
- 2016/17 substantial improvements to the rear outside area for use by the Montessori playschool
- 2017 Installation of Audio Visual Facility for projection of slideshows etc.
- 2018 Lighting improvements
- 2019 Installation of short-throw projector for performances

## What are the financial reserves of the hall?

The following table shows the financial reserves of the hall since 2013:

Period >>>	2013	2014	2015	2016	2017
Fixed Assets	9,436	9,436	9,436	9,436	9,436
Current Account	19,547	29,654	28,440	16,158	11,096
Savings Account	102,539	103,927	104,826	105,627	106,086
Total	131,522	143,017	142,702	131,221	126,618

Our goal is to maintain a sufficient level of reserves to cope with major income losses from the loss of major hirers. We consider a conservative level of reserves should be 18 months-worth of letting income. In 2017 this amounted to **£83,418**. (£55612 X1.5).

## How do we budget for improvements?

Up until 2015 CVHA had a steady surplus and where large expenditure was needed (such as Operations Facelift) a grant was forthcoming. Since then capital expenditure has increased but hire fees have only been increased by RPI. During 2016/17 it became clear that future improvements would need to be identified and planned more formally following the appointment of a new Treasurer.

Thus, from January 2018 the Management Committee has adopted a budget process which identifies projects to be targeted in the coming year and demonstrates how they will be funded. In future this will be presented to the Trustees' meeting prior to the end of the preceding year.

Expected performance against the budget set for 2018 and agreed budget for 2019 are as below

	Budget 2018	Forecast at 25/10/18	% of total	Budget for 2019
Maintenance & Renewals	21900	14810	67.6	18000
Improvement projects	11000	12420	112.9	5000
Gas	4100	4100	100.0	4300
Electricity	4200	3850	91.7	3800
Water	900	520	57.8	900
Insurance	4300	2296	53.4	2450
Lettings Expenses	6200	7000	112.9	7000
Cleaning	10500	10400	99.0	11000
Administration	500	510	102.0	550
Performing Rights	1372	1372	100.0	1372
Audit	360	720	200.0	360
Advertising	310	100	32.3	325

Other	210	100	47.6	225
<b>TOTAL</b>	65852	58198	88.4	55282

## What is the process for expenditure on Repairs & Maintenance

There will be a budget for Maintenance and Repairs against which expenditure will be monitored. The Hall Manager has the authority to commission repairs up to a value of £2000<sup>1</sup> per job as part of normal running of the hall. Examples are replacement of broken windows and toilet repairs.

As far as possible replacement or maintenance costing above the threshold figure will be pre-empted and budgeted for in advance and treated in the same way as a major enhancement (for example replacement of roof). If an emergency arises and an unexpected major repair is required, it may be necessary to call an emergency Meeting of the Management Committee and Trustees or if time-critical, for the Chairman to seek approval for the expenditure via email or phone.

## What is the approval process for Capital Expenditure on improvements?

There will be a budget for Improvements against which expenditure will be monitored. Any work which is an enhancement rather than maintenance or repair of existing assets will be processed as follows.

Anyone wishing to submit a suggestion for improvements should do so by contacting any member of the Management Committee (MC) who will then pass it to the Secretary for inclusion on the Wish List. This will be considered under a Standing Item 'Review of Wish List' at the next MC meeting when it and recommendations made for either further research, rejection, postponement or implementation the following financial year. If recommended, a member of the MC will prepare a business case for the enhancement which may be a single side of A4 or a more substantial document depending on the nature of the work.

The aim will be to consider any request within 2 months of notification, if possible.

At the October Trustees' Meeting following examination of performance against budget and review of next year's budget, the Wish List will be discussed and improvements agreed and budgeted for. Any improvements classified as Major will also require a business case to be submitted.

If there are reasons to seek approval for work which has not been budgeted for, the Management Committee will process it in keeping with authorisation levels detailed below.

## What are the Authorisation Levels for Expenditure?

With the exception of low cost repairs as referred to above, which the Hall Manager can undertake without approval, all other expenditure will need to be authorised.

For Minor projects (those costing under £5000), provided the relevant budget will not be exceeded, the Hall Manager will obtain at least 2 quotations and seek authorisation from the Management Committee. If the expenditure would exceed the budget the Management Committee will decide whether to postpone the outlay or approve going over budget. This would be recorded in the minutes of the meeting which are circulated to Trustees to allow them to comment.

For Major projects (those costing £5000 or more), the Hall Manager will prepare a written business case which will be put to the Management Committee and to a subsequent Trustees Meeting for approval. The business case will include at least 2 quotes and where possible more with a full specification of the items being purchased and a recommendation where options are available.

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<sup>1</sup> This threshold was increased from £1000 at the meeting dated 7<sup>th</sup> April 2016 (Item 4)

Where quotations or estimates are different by more than 20% of the lower amount the need for a third quotation will be considered by the Management Committee.

The following table shows how this is expected to operate in practice:

	Maintenance & Repairs		Improvements	
Cost	Within the budget	Outside the budget	Within the budget	Outside the budget
<£2000	The Hall Manager has the authority to go ahead with these and will keep the MC informed of progress and costs. Trustees will see details in the minutes of MC meetings	The Hall Manager will seek approval from the MC (which includes 2 Trustees). Trustees will see details in the minutes of MC meetings	This will have been approved and the Hall Manager will therefore have the authority to spend up to the agreed figure	Seek approval from the MC (including 2 Trustees) who will add it to the Wish List and make recommendations to the next Trustees meeting
£2-5000	The Hall Manager will seek approval from the MC either at the next MC meeting or if urgent via email.	The Hall Manager will seek approval from the MC (which includes 2 Trustees as Chair & Vice Chair) will seek approval from at least 3 other Trustees		
£5000+	The Hall Manager will inform the MC either at the next MC meeting or, if urgent, via phone or email. The Chairman will seek authority to go over budget from the Board of Trustees via an emergency meeting or by phone or email. A simple majority of Trustees would be sufficient for approval. In an emergency the Chair (or vice chair) will seek approval for the outlay <u>in writing</u> from at least 3 other Trustees.			

# Future Vision

## What approach will the committee take to managing the hall?

The management committee will take the approach of:

- Managing the hall in accordance with the aims laid down in the Scheme.
- Maintaining the hall to at least its current standard.
- Improving the hall to match the changing needs of its current users as funds permit.
- Ensuring that the hall is managed and maintained in accordance with the relevant legislation and regulations.
- Maintaining sufficient instantly accessible funds to be able to meet the day-to-day running costs of the hall, significant annual costs such as insurance premiums and also a contingency fund for unexpected repairs.
- Building up reserve funds for major maintenance and improvement projects. If possible such funds will be deposited in interest-bearing accounts which may require notice of withdrawal.
- Seeking ways of increasing capital for major projects through grants.
- Setting up and maintaining a budget process.
- Maintaining sufficient reserves to cover major losses of hirers, considered to be 18 months income.
- Ensuring all Trustees are fully informed of all actions taken by the committee.

## What is our policy on investment?

Our investment policy is to put all our cash assets into savings accounts with reputable financial companies guaranteed by the FCA. We do not have any investment vehicles other than bank accounts.

## How can income be increased?

Hirers provide most of the income, which historically exceeds the outgoings. Rates are changed in line with RPI to keep up-to-date. Currently hirers can themselves generate increasing income. Much of this derives from educational and recreational facilities for children and is therefore at risk if public provision of these changes or there are changes to the wider economy.

Grants provide a very useful source of funding for major improvement projects e.g. SITA. Potentially, grants are available from several sources, several of which have been used:

## How can the hall be marketed?

- **The Village Hall web-site** - This opens up opportunities for commercial concerns to have a link to their business. The web-site could be enhanced by including a page for advertising links
- **Claygate Newsletters** – *The Courier* appears 3 times a year & includes interesting articles but not adverts. *Capelfield News* and the *Claygate Flower Show Programme* are also potential places to advertise.
- **Trade Directories** – Claygate Village Association periodically produces one.
- **Village Notice boards** to advertise our presence and any relevant activities.
- **Others e.g.** Facebook. Use of social networking sites such as Facebook would need to be considered very carefully as it would need daily work to maintain the presence

and prevent it from becoming out-of-date. The Claygate Network (on LinkedIn) is another option.

### **What is the vision for the Trustees & Management Committee?**

The main aims of the Management Committee going forward are:

- To provide a long-lasting future-proof asset for the Village.
- To provide a facility for use by residents.

### **What are the key maintenance and upgrade plans?**

Plans identified by the Management Committee are as follows:

- Replacement of Lighting in Main Hall
- Replacement of Lighting in Small Hall
- Maintain the fabric of the Hall etc. along with upgrade plans
- Maintain the hall to at least its current standard
- Ensure that the hall is managed and maintained in accordance with the relevant legislation and regulations
- Set up and maintain a budget process.

### **How can non-committee members support the Hall?**

The committee values the contribution to the running of the hall by non-committee members over many years and will continue to encourage these contributions in the future. The committee's approach will be flexible depending on the work being undertaken.

### **How are we doing?**

In order to gauge how well the committee is meeting its objectives, it is desirable to obtain feedback from the relevant parties. Such feedback should be taken into consideration when planning major maintenance or upgrade work. This feedback should be sought from the following:

- Trustees
- Customers
- Villagers (e.g. through a Village Questionnaire)
- Other interested parties, e.g. Parish Council.

## Annex A Trustees and Officers

<b>NAME OF TRUSTEE</b>	<b>REPRESENTING</b>	<b>Date Joined</b>
Mr. Allan Carruthers (Chair)	Community	03/2005
Mr. Brian Bagnall (Vice-Chair)	Community	03/2014
Mr. John Bamford	Community	10/2015
Mr. Brian Howells	Community	03/2013
Mr. Mark Sugden	Community	10/2015
Mr. Michael Park	Community	03/2017
Mrs. Shirley Round	Community	11/2017
Mr Clive Thompson	Community	03/2019
Mr. Ken Huddart	Claygate Parish Council	05/1998
Ms. Susanne Tunnicliff	Claygate Flower Show Association	Bef 06/2015
Ms. Kate Hallett	Claygate Village Association	03/2010
vacant	Friends of Capelfield	
Mrs. Juliet Bagnall	Claygate Dramatic Society	11/2017
Mrs. Gail Bradford	Claygate Village Women's Institute	03/2017
Mr Steve Fleming	Claygate Gardening Society	03/2019
<b>NAME OF OFFICER</b>	<b>ROLE</b>	<b>Date Joined</b>
Mr. Tony Woolhead	Hall Manager	06/2014
Mrs. Katie Ernest	Lettings Manager	09/2017
Mr. Michael Elliott	Treasurer	03/2017
Ms. Rosy Treasure	Secretary to the Trustees and Management Committee	03/2016



## **Annex B Role Description for Chair & Vice Chair**

The Chair and Vice chair (when deputising) are the members of the Management Committee with responsibility for representing the Trustees in relation to the day to day running of the Hall. They are elected annually at the final Trustees meeting of the year, usually held in October or November.

### **Chair's Responsibilities are as follows:**

- Chairing all meetings of the Management Committee and Trustees including the AGM
- Agreeing the Agenda for Management Committee meetings
- Ensuring the Management Committee meets regularly as necessary
- Ensuring Trustees Meetings are scheduled as necessary
- Ensuring all policies are adhered to
- Ensuring fellow Trustees are informed as necessary
- Reviewing and approving all minutes
- Providing leadership and guidance to the committee
- Dealing with any complaints as necessary

### **Vice Chair's Responsibilities are as follows:**

- Deputising for the Chair as and when required

## **Annex C Role Description for Secretary to Trustees and Management Committee**

The Secretary is responsible for arranging and recording meetings of the Management Committee (MC) and Trustees and ensuring that the Trustees are informed sufficiently in order to meet their obligation as charity trustees.

### **Secretary's Responsibilities are as follows:**

In relation to the Management Committee the Secretary will

- attend and minute meetings of the Management Committee (MC). Minutes will be drafted, circulated to the committee for comments, amended as necessary and once agreed circulated in Draft to the Trustees. A paper copy will be presented for signing at the next meeting and will then be filed.
- keep a note of items referred to at Management Committee Meetings and where ratification is needed, add them to the Agenda for the next Trustees' Meeting and likewise ensure that items raised for action or discussion at a Trustees' meeting are addressed in the following MC meeting

In relation to the Trustees the Secretary will:

- arrange, attend and minute meetings of the Trustees in April, June and October or thereabouts, the June meeting being the AGM
- ensure that these meetings enable Trustees to
  - receive up to date reports from the Officers,
  - discuss the financial position of the Trust
  - discuss major proposals put forward by the MC and make a final decision
  - raise items with Officers
- approximately one month before each meeting, offer a draft agenda to the Chair for approval and once agreed, circulate it to Trustees with minutes of the previous meeting.
- ensure minutes are drafted, circulated to the Chair and Vice Chair for comments, amended and once agreed filed for circulation with the Agenda of the next meeting. A paper copy will be presented for signing at the next Trustees' meeting and will then be filed. [If there are no follow-up items a standard Agenda will suffice]
- ensure that new Trustees are given all the information needed to enable them to sign the Declaration of Acceptance and Willingness
- co-ordinate production of the Annual Review and Accounts liaising with Officers to provide input, to ensure it is available ahead of the AGM.
- ensure policies are reviewed regularly and updated as necessary.

In relation to the Village Hall website

- ensure any updates required are implemented.

## **Annex D Role Description for Treasurer**

The Treasurer is the member of the Management Committee with responsibility for ensuring that the financial aspects of the Claygate Village Hall Association are kept in order in accordance with its charitable status.

### **Treasurer's Responsibilities are as follows:**

- To maintain the books of accounts for the Village Hall
- To manage and monitor the current account held with the Charities Aid Foundation (CAF)
- To ensure that creditor's accounts are checked & authorised for payments and payments are made in a timely manner.
- To liaise with the Lettings Manager, to bank cheques received from Hirers in a timely manner. To reconcile all payments received from Hirers against invoices raised and notify the Lettings Manager of late payments.
- Produce the Profit & Loss, Balance Sheet, year end Debtors & Creditors.
- To ensure that the reserves of CVHA are kept in accounts guaranteed by the Financial Services Compensation Scheme.
- To monitor the interest received on reserves of the CVHA.
- Prepare the Annual Accounts commentary for Trustees and Financial Review report for the Annual Review and Accounts
- Co-ordinate the Content of the Annual Review
- To submit the Trustee's Annual Report to the Charity Commission.
- To prepare financial reports for Management Committee, Trustees Meeting and the AGM.
- To prepare a budget for presentation to the Trustees meeting held in the autumn.
- Arrange the Annual Independent Examination in April.
- Keep abreast of Charity Commission Policy, Publications & Correspondence.
- Arrange the Charity's insurance.

## **Annex E Role Description for Hall Manager**

The Hall Manager is the member of the Management Committee with responsibility for maintaining the Claygate Village Hall and recommending and coordinating improvements to the property as required.

### **Hall Manager's Responsibilities are as follows:**

- Maintaining a safe environment with proper lighting, signage, and disability access
- Overseeing security, fire prevention, and other safety systems
- Act as the Hall's Fire Safety Officer
- Maintain the fabric of the Hall ensuring that users are provided with a safe environment
- Ensure provision of proper utilities i.e. Electricity, Gas, Water and Broadband
- Scheduling of both annual servicing and routine building maintenance in conjunction with Lettings Manager
- Routine maintenance arising from Risk Assessments, Defects Log or building inspections
- Contracting professionals for repairs as required and within the agreed budget
- Planning Minor and Major building improvement projects in accordance with agreed procedures as laid out in this plan
- Ensuring that all contractors have the relevant experience, provide a copy of their Health & Safety Policy and Public Liability Insurance for CVHA files, without prejudice to small local contractors
- Overseeing contractors and inspecting completed jobs
- Provision and Monitoring of building maintenance budgets
- Provision of Building Maintenance Plan – to include written record of suppliers and contractors
- Checking contractor's invoices and forwarding them to Hall Treasurer
- Scheduling regular janitorial services and maintaining stock of janitorial consumables
- Maintaining stock of crockery and cutlery
- Assisting the Lettings Manager with the provision to Hall users of clear operating instructions for Hall services and equipment
- Resolving complaints, problems, and requests relating to the Hall structure from users
- Assisting with emergency response
- Provision of Hall Managers report to Management Committee meetings, Trustee Meetings and AGM
- Attending where necessary training courses offered by Surrey Community Action and other relevant bodies
- Inspecting the building frequently for signs of damage or wear

## **Annex F Role Description for Lettings Manager**

The Hall Lettings Manager is the member of the Management Committee responsible for managing all communications with all existing and potential hirers of the Hall.

### **Lettings Manager's Responsibilities are as follows:**

The Lettings Manager is responsible for

- showing prospective hirers around the Village Hall and attending at the Hall every Saturday morning to deal with queries, feedback etc
- maintaining an electronic bookings diary covering 2 years
- invoicing all hirers.
- circulating monthly bookings to the Hall Manager & Chair
- informing all hirers of any changes in their hiring arrangements.
- managing internal and external notice boards
- advising the Chair and Vice Chair of any immediate issues concerning the Village Hall and if applicable make entries in the Defects Book
- making a regular report to the Management Committee and Trustees regarding bookings and other matters
- sending out via post or email Hirer Agreements, Terms & Conditions and all relevant paperwork
- ensuring, where necessary, that all relevant Licensing requirements are in place (eg Temporary Event Notices)