

# **RUYTON XI TOWNS PARISH COUNCIL**

## **TERMS OF REFERENCE: VILLAGE HALL WORKING GROUP**

Adopted Sept 2021, Reviewed Sept 2022, Next Review: May 2023

### **Introduction**

The Ruyton XI Towns Village Hall on Church Street is managed by the Village Hall Committee which is a registered charity. The Parish Council is a Custodian Trustee, but the right to sell and re-invest rests with the Village Hall Committee who are the “Managing Trustees”. The Village Hall needs significant capital investment to address structural concerns such as damp and leaking roof, as well as investment in stage equipment e.g. curtains. The Village Hall is not currently accessible to users with mobility issues as it is located on the first floor, which is only accessible by stairs, and there is no lift. Two broad options are to a) invest in the existing building to repair the issues, make it fully accessible, and fit for purpose, or b) sell the building, and re-invest in a new purpose-built Village Hall elsewhere in Ruyton XI Towns parish. Current feeling is that the investment required to bring the existing building up to the required standard may be more than the cost of a brand new building.

### **Purpose**

The overall purpose of this informal working group is:

- to consider the options for a new site and potential capital funding for a new Village Hall building, as a result of prior research and community engagement,
- to report on progress and present proposals to the Village Hall Committee and Parish Council (Full Council),
- to coordinate/lead on any actions agreed by both Village Hall Committee and Full Council.

### **Delegated powers**

1. Once actions/proposals have been approved by both the Village Hall Committee and Full Council, the Village Hall Working Group will have the authority to progress these actions/proposals, with the caveat that legally binding contracts will require signatures from the relevant representatives of the Village Hall Committee and/or the Parish Council.
2. The Village Hall Working Group will have no authority to incur expenditure on behalf of either the Village Hall Committee, nor the Parish Council. All expenditure must be agreed in advance by both the Village Hall Committee and Full Council.

### **Membership**

The Village Hall Working Group will be made up of the following members:

- David White (VHC)
- Anita White (VHC)
- Colin Case (VHC)
- Colin Gittoes (VHC)
- David Spicer (PC)
- Alyson Lister (PC)
- Rob Hamlett (PC)

Council representatives and leadership of the working group will be reviewed and agreed at the Annual Council Meeting.

## **Responsibilities**

1. To investigate potential locations suitable for a new Village Hall building within Ruyton XI Towns parish and liaise/negotiate with landowners as needed.
2. To research potential funding options to finance a new village hall building, including capital grants and Public Works Loans.
3. To engage the local community to establish levels of support for specific proposals (in accordance with the Parish Council's approved Community Engagement Policy, and Communications, Press, and Social Media Policy).
4. Research each option, look for case studies, and engage support from other bodies as needed (e.g. Shropshire Council, Shropshire Rural Communities Charity, ACRE, etc.).
5. To prepare proposals for the consideration of the Village Hall Committee and Full Council, including any expenditure.
6. Once agreed by both the Village Hall Committee and Full Council, the Working Group will coordinate/lead on activities, including the preparation of any risk assessments.

## **Engagement with community and others**

The Village Hall Working Group will:

1. Seek community support for the proposals.
2. Engage with the local school(s) and other community groups that use the current Village Hall as a matter of course.
3. Invite experts/groups/organisations to Working Group meetings where relevant.

## **Meetings and quorum**

1. The Village Hall Working Group will meet as required, but will conduct business relating to routine matters via email/Zoom.
2. As all Village Hall Working Group proposals must be approved by the Village Hall Committee and Full Council in an open and transparent manner, Working Group meetings will not need to be open to the public, and no meeting notices or agendas will need to be published.
3. Whilst meeting notes may be helpful, formal minutes will not be required, and the clerk will not be required to attend such meetings. A record of all Village Hall Committee and Parish Council decisions relating to the Village Hall Working Group will be recorded in the minutes of the Full Council as usual.
4. No formal quorum is required, however it is recommended that at least 3 members are present during Working Group meetings.