



*Terms of Reference for
Events Group and Lettings
Officer*

Document Configuration Management & Control

Version	Description	Originated	Approved	Minute Ref
Version 1	Annual Review	21/03/2023	23/05/2023	23/24-12

Terms of Reference for Events Group and Lettings Officer

Overall Aim

Graveley has an old hall which is an essential part of village life. It is a meeting place and a venue for village events. In addition, it is often hired to people outside the village, defraying its costs to some extent.

Situation

The parish council (PC) leases the hall and is legally responsible for its maintenance and the safety of those who use it. Activities within the hall are organised by a group of volunteers (the Events Group (EG)). The EG handles cash, paying for events and receiving income from those who attend as well as hirers of the hall.

Good governance requires everyone to have a clear understanding of their responsibilities and this paper outlines what they should be. Once agreed in outline, responsibilities will be developed in detail with the procedures needed to carry them out.

The Parish Council

The PC's responsibilities for the village hall include:

- Maintaining it
- The safety of people using it
- Paying all the bills associated with it
- Approving all relevant terms of reference and procedures.

The Events Group

Since the PC is legally responsible under the lease, the EG's responsibilities must be discharged so that they comply with any regulations and procedures approved by the PC.

They include:

- Promoting and organising events
- The safety of people attending events
- Reporting any structural or functional defects in the hall
- Accounting for any cash received or paid out.

The Lettings Officer

The Lettings Officer is a member of the EG with specific responsibilities for which they will need authority, delegated by the PC:

- Dealing with enquiries about using the hall
- Briefing organisers of events about the use of the hall including health and safety
- Briefing contractors maintaining the hall
- Receiving and banking cash receipts
- Maintaining a diary of events

Coordination

Successful governance depends on timely and accurate communication between the PC and EG and both parties are responsible for making this effective.

The PC will nominate at least one councillor to be a member of the EG who will make a short report to each council meeting, including income and expenditure since the last meeting.