

# Village Hall & Community Governance policies & procedures

## INTRODUCTION

The day-to-day activities of the village are controlled via the following organisation structure.

## SCOPE

This policy applies to the Village Hall & Community only. To avoid any regulatory issues, it is kept separate from the Parish Meeting.

## VILLAGE HALL & COMMUNITY REPRESENTATIVES

The representative positions & responsibilities are given below:

### Chair

Overall responsibility for the Village Hall & Community.  
Preparing agendas & hold 4 meetings per annum.

### RFO-Clerk

Overall responsibility for the Parish & Community finance.  
Prepare financial plan, budgets & financial statements.  
Report on financial status vs plan.  
Maintain the Parish & village procedures & records.

### 1 Events Coordinator

Overall responsibility for Co ordinating events in the Community.  
Prepare, update & report on the annual events plan.  
Ensure event specific risk assessments are conducted.  
Coordinate the events via the Events Team WhatsApp group.

### 2 Village Hall Bookings Coordinator

Overall responsibility for village hall bookings & the online lemon booking system.

### 3 Marketing Coordinator

Event marketing via digital/social media, posters & leaflets.  
Maintain Parish website.  
Coordinate Parish surveys as required.

### 4 Grants Coordinator

Overall responsibility for Co ordinating grant applications in the Community.  
Prepare, update & report on annual grants plan.  
Coordinate grant applications via the Grants Team WhatsApp group.

### **5 Maintenance Coordinator**

Monitor village assets & identify maintenance requirements.

Prepare, update & report on annual maintenance plan.

Prepare & maintain approved contractors list.

Coordinate maintenance via the Maintenance Team WhatsApp group.

Each positions term is for one year. Each positions nominations shall be voted upon each year at the AGM. There are no restrictions on the number of times a candidate can hold a position.

### **ANNUAL GENERAL MEETING (AGM)**

The AGM shall be held annually in the first quarter of the new financial year, typically in May.

The positions shall be positively advertised at least 4 weeks before the meeting.

The quorum for the meeting shall be the two current Representatives of the Parish Meeting, the current 5 Village Hall community representatives (or their deputies) plus a minimum of three parishioners. If there are insufficient members present, then no business will be transacted, and a fresh notice will be issued to reconvene the meeting at a later date.

The outgoing Chair will preside until a new Chair has been elected. The first business of the AGM shall be the election of the and to receive their acceptance of the new Chair & RFO-Clerk.

Acceptance will require the signing of a Declaration of Acceptance of Office for each position.

### **MEETINGS**

A minimum of 4 meetings a year will be held (including the AGM). The meeting dates will be published, following the AGM. These are directly after the Parish Meeting meetings.

The agenda for the meeting will be agreed and circulated by or on behalf of the Chair.

The Chairman of the Meeting will preside at the meeting and will be responsible for the conduct of that meeting. If the Chairman is not present, then they shall arrange an appropriate deputy in advance of the meeting; typically, the RFO-Clerk.

The quorum for the meeting shall be the two Representatives of the Parish Meeting, plus a minimum of three parishioners. If there are insufficient members present, then the meeting will be postponed.

If at any time during the meeting it ceases to be quorate then the meeting will be adjourned and any further business carried forward to the meeting when next convened.

Voting at the meeting shall be by a show of hands unless a majority of Representatives wants a WhatsApp survey to be conducted. In cases of equal votes, the Chairman (or other person presiding) will have a second or casting vote.

Minutes of the meeting will be kept by the RFO-Clerk. The minutes shall be circulated following the meeting. The minutes shall be confirmed as an accurate record at the subsequent Meeting. Any amendments required will be noted in the subsequent minutes.

**ISSUED**

June 2026