

# Harringworth Village Hall

## Mission, Objectives, Governance

### August 2025

#### Mission

To enhance the sense of community in Harringworth, Shotley and the surrounding area, by providing a facility for gatherings, entertainment, play, education, and other activities.

#### Objectives

- To promote the use of the Harringworth Village Hall (the “Hall”) to the local community
- To endeavour that the Hall has sufficient financial reserves to meet its running costs and required capital investment
- To maintain the fabric of the Hall, so that it remains in a good state of cleanliness and repair, and is secure
- To comply with applicable regulations when providing such a facility to the public, and to keep policies and procedures updated and compliant.
- To charge a rental price for the use of the Hall that is fair for our local residents and competitive with other Halls in the area.
- To communicate the conditions of hire to those using the Hall.

#### Governance

The Hall is a registered charity, reference 273826. It is regulated by the Charity Commission of England and Wales.

The trustees manage all aspects of the Hall and are responsible for meeting the objectives for the Hall in line with its mission.

There will be at least four trustees from Harringworth and Shotley, including a Chair, Treasurer, and a Secretary (the “Trustees”).

The Trustees will meet formally at least once a quarter. A quorum for a meeting will be three attendees. Seven days’ notice will be given ahead of each meeting, and if possible, all papers should be provided in advance. In an emergency situation, the Trustees can agree (by majority vote) to hold a formal meeting at shorter notice.

Trustees will serve for a three-year term and will be eligible to stand again for further three year terms, subject to a maximum continuous time in office of twelve years.

Thereafter, a former Trustee can be re-appointed after a gap of one year.

Accounts will be produced as at the end of December each year. A copy will be sent to the Charity Commission and to the village Parish Council and will be included in the meeting papers for the Annual General Meeting.

An Annual General Meeting will be held after the conclusion of the financial year. This meeting will ideally be held in the Hall, and the Trustees will provide an update on the finances, the fabric, activities held in the previous year, and plans for the current year. There will be an opportunity for questions and answers, and the Minutes of the AGM will be published on the village website.

A quorum for the AGM will be ten attendees, all of whom must be resident in Harringworth or Shotley.

Trustees will be appointed by those attending the AGM.

A person wishing to become a Trustee will need to be nominated by two residents of Harringworth and Shotley, and the nomination will need to be shown in the AGM meeting papers.

Following the AGM, the Trustees will appoint a Chair, Treasurer, and Secretary, such appointments to be reviewed on an annual basis.

The Trustees may also choose to appoint a Deputy Chair.

## Policies and Risk

The Trustees will maintain policies for safeguarding, health & safety, risk assessment, equality, internet access, and pricing. They will also maintain an overarching risk map. These will all be subject to review on at least an annual basis, to ensure compliance with legislation and best practice.

## General Management

The Trustees will be responsible for the delivery of the mission and objectives. It is the role of the chair to ensure that Trustee meetings are productive, that Trustees are making a positive contribution, and that the AGM provides villagers with the opportunity to review the management of the Hall, have their ideas considered, and have any concerns addressed.

## Finances

The treasurer will be responsible for overseeing the finances of the Village Hall, ensuring that the Hall has sufficient funding to meet current and capital expenditure. The treasurer will also be responsible for the production of the annual accounts, and for briefing the Trustees on financial matters at each Trustees' meeting.

If necessary, the Trustees will submit an appeal to the Harringworth Appeals Fund if additional funding is required or if there is a risk that reserves are being run down too far.

## Projects and Maintenance

A Trustee(s) will be responsible for the keeping the condition of the Hall up to the desired and necessary standard. They will maintain a register of projects and maintenance tasks.

Costings for all projects and maintenance will be presented to the Trustees for review and approval, before being started. The exception will be urgent work with a cost estimate of up to £250 plus VAT, where a preferred supplier is used.

## Bookings

The secretary will be responsible for

- Managing bookings, including keeping a Hall diary, generating invoices, and obtaining payment
- Ensuring the booking form has been signed and that the terms and conditions have been read and acknowledged
- Keeping a register of keys
- Liaising with the treasurer over the payment of invoices and application of any late payment charges
- Dealing with any complaints from hirers or visitors, taking guidance from the other Trustees
- Bringing ideas to the Trustees on improvements which could be made to the hiring experience
- Reviewing the hiring tariff annually and submitting recommendations to the Trustees