

# VISCOUNTESS BARRINGTON'S TRUST

## HALL MANAGEMENT GROUP (HMG)

### TERMS OF REFERENCE

**Objective:** The Hall Management Group reviews all aspects of the Memorial Hall and makes recommendations to the Trustees on these matters.

**Membership:**

1. Membership of the Hall Management Group is established at the Annual General Meeting of the Viscountess Barrington's Trust each year.
2. The Hall Management Working Group will comprise of at least four Trustees and must include the Chairman of the Viscountess Barrington's Trust together with the Secretary of the Trust and the Hall Manager.
3. The Administration Officer will be responsible for the agenda and minutes.
4. Three Trustee members must be present to constitute a Quorum.

**Meetings:**

1. Without exception, the meetings will be governed by the Parish Council's Standing Orders.
2. Meetings of the Hall Management Group will take place on the last Wednesday of each month (excluding August).
3. The Chair will be the Chairman of the Viscountess Barrington's Trust.
4. The agenda for each meeting will be drafted by the Administration Officer and agreed with the Chair of the Trust prior to publication.
5. Minutes of the meeting will be drafted by the Administration Officer and agreed with the Chair of the Trust prior to publication.
6. Notes will be taken by the Secretary or nominated Councillor for the Chairman's guidance when seeking Trust approval for proposed recommendations.
7. Minutes will not be made public but any recommendations seeking approval of the Trust will be minuted at the Viscountess Barrington's Trust monthly meeting.

**Decision/Delegated Powers:**

1. The Working Group will not have delegated powers to make decisions and all recommendations, proposals and quotations will be brought to the Viscountess Barrington's Trust Meeting for approval.
2. Any expenditure approved by the Trust will subject to the Trust's Financial Regulations.