

VISCOUNTESS BARRINGTON'S TRUST

PUBLICITY AND FUNDRAISING GROUP (P&F)

TERMS OF REFERENCE

Objective: The Publicity and Fundraising Group was established specifically to:

1. Consider ways to attract more high value business into the venue. The Memorial Hall is already well used by Community groups, but this alone does not produce enough income to maintain the hall.
2. Consider fundraising opportunities for the Trust. The Trust already runs theatre performances at the hall. This objective is to seek ideas for other events or activities that could raise funds for the Trust.
3. Consider suitable events to celebrate the Centenary of the Memorial Hall in 2025.

Membership:

1. Membership of the P&F Group is established at the Annual General Meeting of the Viscountess Barrington's Trust each year.
2. The P&F Group will comprise at least four Trustees 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 P&F Group will take place on the third Thursday of each month.
3. The Chair will be elected from the membership at the May meeting each year.
4. The agenda for each meeting will be drafted by the Administration Officer and agreed with the Chair prior to publication.
5. Minutes of the meeting will be drafted by the Administration Officer and agreed with the Chair prior to publication.
6. Notes will be taken by the Secretary or nominated member 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 be subject to the Trust's Financial Regulations.