

BROMHAM PARISH COUNCIL

PORTFOLIO HOLDER: VILLAGE HALL

Terms of Reference

1. Authority

- 1.1 The Portfolio Holder for Village Hall (the “Village Hall Portfolio Holder”) is appointed by the Parish Council (the “Council”) in accordance with Standing Orders as the Village Hall Representative.
- 1.2 The Village Hall Portfolio Holder Terms of Reference may be amended at any time by the Council.
- 1.3 The Village Hall Portfolio Holder is authorised by the Council to manage any activity within its Terms of Reference.
- 1.4 The Village Hall Portfolio Holder is responsible for representing the Council on the Village Hall Management Committee and for advising and updating the Council on Village Hall matters and, in doing so, must be professional, accountable, transparent and risk-aware in conducting business.

2. General Portfolio Holder Responsibilities

- 2.1 All Portfolio Holders have the general responsibility of ensuring the effective management and delivery of services and functions within their area of responsibility and within the following framework:
 - the Council’s overall strategic, corporate and policy objectives and all strategies, plans, policies and procedures approved by the Council.
 - the approved revenue and capital budgets.
 - the law and the Council’s Standing Orders and Financial Regulations
 - the decisions made at full meetings of Council.
- 2.2 All Portfolio Holders share the responsibility for ensuring:
 - the development, co-ordination, promotion and implementation of the Council’s strategies, plans, policies and procedures and for the setting of the Council’s objectives.
 - the oversight, development, monitoring and promotion of all services and functions provided by the Council.

- that suitable and proper arrangements are made for the procurement, development, monitoring and promotion of all services and functions, which are provided under contract to the Council.
- the promotion of the interests of the Parish, and of all the residents, businesses, other organisations and stakeholders within Bromham.
- that a community leadership role is taken by the Council across the public, voluntary and business sectors involving the development of good and effective working links with all sectors.
- the promotion and implementation of an effective equal opportunity policy in relation both to the employment of staff by the Council and the delivery of services by the Council and other agencies.
- the promotion of services and functions which are effectively delivered, sustainable, improve community safety, make for more open government, provide opportunities for resident participation in delivering outcomes and include new methods of community engagement.
- proper arrangements for consultation and participation with residents and service users in decision making and the development of strategies, plans, policies and procedures.

3. Specific Portfolio Holder Responsibilities

- 3.1 The Village Hall Portfolio Holder will work with the Parish Clerk in relation to all Village Hall matters and in doing so consider and recommend strategy and action on policy and operational matters in relation to the portfolio.
- 3.2 The Village Hall Portfolio Holder will undertake the following specific duties.
- (a) Be a Trustee of the Village Hall.
 - (b) Represent the Parish Council at all Village Hall Management Committee Meetings.
 - (c) Report to Council on all matters of relevance following Village Hall Management Committee meetings.
 - (d) Report matters of relevance arising from Council meetings, as agreed by Council, to the Village Hall Management Committee

4. Reporting Procedures

- 4.1 The Village Hall Portfolio Holder shall be responsible for reporting regularly to Council meetings in order to update Council on the activities of the Portfolio and its current and planned work programme.

- 4.2 The Village Hall Portfolio Holder shall be responsible for submitting reports to Council when formal decisions are required and in formulating proposals and recommendations to Council shall carefully consider any legal, policy, risk and resource implications of the actions(s) proposed.
- 4.3 Clear and concise reports are required at all times to avoid ambiguity and to ensure that the intention of the proposed action(s) or recommendation(s) are conveyed to the Councillors for them to vote on.

Adopted by:	Parish Council
Date:	9 May 2023
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