

**Management and Administration Agreement  
Between  
Selston Parish Village Halls Charity and Selston Parish Council**

**Date of Agreement/Review:**

The Selston Parish Village Halls Charity (Charity number 1177497) hold title to the buildings and land associated with the Jacksdale Community Centre, Underwood Community Centre and Selston Village Hall and Recreation Ground (collectively known hereinafter as the 'Facilities') as set out in Appendix 1.

It is agreed by both the Selston Parish Village Halls Charity (hereinafter known as the 'Charity') and the Selston Parish Council (hereinafter known as the 'Council') that the Council will undertake the function of the managing and administering the Facilities as well as providing administration of the Charity as set out in this agreement, below.

This agreement can be terminated by either party with 6 months notice given in writing.

**1. For the avoidance of doubt, Selston Parish Village Hall Charity has the following responsibilities;**

- a) To effect and maintain at all times Public Liability Insurance to the value of £10,000,000 (ten million pounds), Employers Liability Insurance and Trustees Indemnity and produce to the Council within three months of the Commencement Date a certificate of such insurance. The Charity will also produce such a certificate on renewal of the policy.
- b) Not to do or permit to be done any act or omission whereby any policy or policies of insurance affected by the Charity in respect of the Facilities may become void or voidable.
- c) Not to carry out or suffer to be carried out in any part of the Facilities any noxious noisy or offensive trade or business or any trade or business that shall be injurious to the premises or a nuisance to any neighbouring landowner or tenant or to the neighbourhood.
- d) To be responsible for and indemnify the Charity against all damage occasioned to the Facilities caused by any act or omission or negligence of the users of the Facilities.
- e) To comply with statutory Health & Safety and Food Hygiene requirements and related policies to ensure the safety of the public, users of the Facilities, volunteers and staff.
- f) To encourage community involvement of the Facility.
- g) Not to allow smoking within the Facilities.
- h) To maintain, agree and periodically review this arrangement with the Council.
- i) To negotiate and agree a revenue budget with the Council each year that covers the costs of on-going management, administration and maintenance of the Facilities and includes a contribution to an on-going renewals and renovation fund.

**2. For the avoidance of doubt, Selston Parish Council has the following responsibilities;**

- a) Managing the day to day running of the Facilities within the budget agreed between the Charity and the Council.
- b) Not to do or permit to be done any act or omission whereby any policy or policies of insurance affected by the Charity in respect of the Facilities may become void or voidable.
- c) To take all bookings for the Facilities and to charge users of the Facilities fees in accordance with the scale determined by the Charity, following discussions with the Council from time to time.
- d) To deal with enquiries on a daily basis.
- e) To invoice users of the Facilities and to collect payments.
- f) To make payments against invoices received.
- g) To ascertain the best prices for utility costs.
- h) To negotiate the price of abnormal bookings
- i) Work with the charity to formulate and approve the annual budget for the ongoing costs of the management, administration and maintenance of the Facilities
- j) Maintain an accurate record of income and expenditure and present these as annual accounts for the Charity for the purposes of satisfying Charity Commission guidelines.

- k) To maintain accurate records of Charity Trustee or general meetings.
- l) Working in partnership with the Charity, plan for the medium/long term development of the Facilities.
- m) Identifying, seeking approval from the Charity and overseeing all property and grounds maintenance in accordance with the approved budget.
- n) To encourage and promote new potential income streams from alternative, suitable uses of the Facilities.
- o) To appoint and manage any necessary staff and/or volunteers to assist in the management, administration and maintenance of the Facilities.
- p) To ensure that staff and/or volunteers are properly trained with respect to health and safety and where necessary safeguarding children and vulnerable adults.
- q) To ensure that the Facilities are unlocked and equipment available to all users of the Facilities a minimum of 30 minutes before the start time of approved bookings.
- r) To ensure that the Facilities are locked and all equipment stored on completion of all bookings.
- s) To keep the Facilities clean and tidy at all times and ensure that all switches, taps and similar are turned off when facilities are not in use.
- t) Not to use the Facilities for illegal immoral or improper purposes or for any purpose likely to cause nuisance or annoyance.
- u) To ensure that the Facilities are not used for any purpose after 11.30pm unless with the prior agreement of the Council or the Charity.
- v) To ensure that vehicles visiting the site for the purpose of formal use of the Facilities, other than emergency vehicles, do not obstruct entrance and exit routes for emergency vehicles.
- w) Not to contravene any statutory provision and in particular not to bring or store upon the Facilities or elsewhere in the Facilities any dangerous, flammable, explosive, noxious or offensive substances, save insofar as any such are in such reasonable quantities as may be required.
- x) To undertake risk assessments and fire safety checks in accordance with appropriate Charity policies.

### **3. Confidentiality**

Councillors and Trustees shall not disclose to others, confidential information or personal data received in their capacity of either Councillor or Trustee. Furthermore, all information raised or discussed within the Trustee role, should not be shared with Councillors who are not Trustees, other than by the Parish Clerk, as appropriate.

### **4. Selston Parish Village Halls Charity Meetings**

The Parish Clerk at the time of issuing the Charity's agenda to the Trustees, will also circulate it to all Councillors for information, along with the accounts and draft minutes of the previous Trustees meeting. These documents will be restricted to Trustees and Councillors.

#### **Declaration:**

#### **Signed on behalf of Selston Parish Council:**

**Signature .....**

**Name .....**

**Position** – Councillor / Chair of Parish Council

#### **Signed on behalf of Selston Parish Village Halls Charity:**

**Signature .....**

**Name .....**

**Position** – Trustee / Councillor Trustee / Chair of Trustee