

Wickmere Parish Council

VILLAGE HALL COMMITTEE AGREEMENT

- The Village Hall Committee (VHC) is established under the authority of the Parish Council. The VHC is responsible for the management of the Village Hall and grounds, fundraising and the social events.
- The Chair of the Village Hall Committee at date of this document was:
Andrew Hutchinson
- A member of Wickmere Parish Council (WPC) must serve on the Committee at all times
The Parish Councillors who were VHC members at the date of this document were:
Lesley Ash, Richard Hembling and Phillida Hurn
- The VHC is responsible for the handling and accounting of the funds it receives
- All cheques raised by VHC should be signed two signatories, one of whom must be a Parish Councillor and VHC member.
- The Committee must inform the Parish Council of any changes to its financial arrangements (i.e. cheque signatories).
- Year-end accounts and reconciliation must be sent to the Parish Council on completion
- Meetings should be minuted and minutes should be sent to Parish Council
wickmere.pc@gmail.com

Date Approved: 13 July 2022

Date to be reviewed: July 2023

Signed: L Ash

Signed R Hembling

Chair WPC

Vice Chair WPC