

# Pavilion Management Committee

## Terms of Reference – New Waltham Pavilion Hall

### Introduction

The Pavilion Management Committee (hereafter referred to as “the Committee”) is established to oversee the effective operation, management, and maintenance of New Waltham Pavilion Hall. This document sets out the Committee’s remit, objectives, structure, duties, and procedures, providing clarity on roles and responsibilities to ensure the safe, efficient, and community-focused use of the Pavilion.

### Purpose and Scope

The Committee’s primary purpose is to manage and maintain New Waltham Pavilion Hall as a valued community asset. Its remit includes oversight of all operational aspects, including the booking system, hire rates, health and safety, CCTV, equipment maintenance, routine inspections, checks, and comprehensive risk assessments.

### Objectives

- Ensure the Pavilion Hall is operated in a safe, secure, and welcoming manner for all users.
- Oversee and review the booking system to maximise accessibility and efficiency.
- Set, review, and recommend hire rates in line with community needs and financial sustainability.
- Monitor and maintain compliance with all relevant health and safety legislation In accordance with Worknest advice & support.
- Manage and review the operation of CCTV to ensure security and privacy standards.
- Oversee the maintenance, repair, and replacement of Pavilion equipment and facilities.
- Conduct regular inspections, checks, and risk assessments to identify and mitigate hazards – In accordance with Worknest advice & support.

# Committee Membership

## Structure

- Chairperson
- General Members (minimum of three, representing key user groups or stakeholders)

## Appointment and Tenure

- Members are appointed annually at the Pavilion Annual General Meeting (AGM) or by co-option as required.
- Committee members shall serve for a term of one year, with eligibility for re-appointment.
- Vacancies may be filled by majority decision of the Committee until the next AGM.

## Roles and Responsibilities

- Chairperson: Leads meetings, represents the Committee, and ensures effective governance.
- General Members: Contribute to decision-making and take on delegated tasks.

## Committee Members:

- **Cllr Stephanie Smith**
- **Cllr Steve Keys**
- **Cllr Chris Paxman**
- **Cllr David Hartley**

**\*\***(committee supported by Anneka Ottewell-Barrett, Clerk)

## Meetings

- Meetings shall be held at least quarterly, with additional meetings convened as necessary.
- A quorum shall consist of at least 3 members.
- All decisions require a simple majority of those present. In the event of a tie, the Chairperson has the casting vote.
- Minutes shall be recorded for every meeting and distributed to all members within two weeks.

# Duties and Responsibilities

## 1. Booking System Oversight

- Review and maintain the Pavilion's booking system to ensure it is accessible, user-friendly, and up to date.
- Monitor usage patterns and address any issues or conflicts in bookings.
- Ensure booking procedures are clearly communicated to all users.
- Review terms and conditions on hire regularly.

## 2. Hire Rates Review

- Set and review hire rates at least annually, balancing affordability with financial sustainability.
- Consider community input and comparable local facilities when adjusting rates.
- Publish rates and any changes in a timely and transparent manner.

## 3. Health and Safety Compliance

- Ensure the Pavilion complies with all relevant health and safety laws and regulations – in accordance with Worknest advice.
- Maintain up-to-date health and safety policies and procedures.
- Organise regular training for committee members and staff, where necessary.

## 4. Management of CCTV

- Oversee the operation and maintenance of CCTV systems at the hall in line with data protection and privacy regulations.
- Ensure clear signage and user notices regarding CCTV use within the Pavilion.

## 5. Equipment Maintenance

- Maintain an inventory of Pavilion equipment and facilities.
- Schedule and oversee regular maintenance, repairs, and replacements as required.
- Respond promptly to reports of defects or issues from users or staff.

## 6. Inspections and Checks

- Conduct routine inspections of the building, grounds, and equipment to ensure safety and functionality.
- Document findings and address any identified issues in a timely manner.
- Maintain records of all inspections and actions taken.

## 7. Risk Assessments

- Carry out regular risk assessments for all activities, facilities, and equipment.
- Review and update risk assessments annually or following any significant incident.
- Implement appropriate measures to manage and mitigate identified risks.

## Reporting and Accountability

- The Committee shall report regularly to full Council.
- Annual reports detailing activities, finances, and compliance shall be presented to full Council with the assistance of the Clerk.
- Significant incidents or issues shall be communicated promptly to full council.

## Review of Terms

- These Terms of Reference shall be reviewed annually at the first Committee meeting after the AGM.
- Amendments require approval by a two-thirds majority of the Committee and endorsement from the governing body.
- All members and stakeholders will be notified of approved changes in writing.

**This Terms of Reference document provides a clear framework for the Pavilion Management Committee, supporting the safe, efficient, and community-focused operation of New Waltham Pavilion Hall.**

**Date Adopted by NWPC:**