### **Parish Hall Organisation Structure**

#### **Events Committee**

- Organisation of events to encourage wider social engagement
- Fundraising events
- Publicity for events and user group activities
- · Risk assessments for events

Membership: Joyce Keetley, Glenda Burton, Susan Coffer, Sue Fell, Carla Voican, Caroline Shaw, Carol White, Hazel Deighton, Jo Burtonwood, Lois Wiseman, Pat Burgess





- Chair Clive Allen, Vice-Chair Ray Bromby, Treasurer – Kath Wood, Booking Secretary – Sue Fell, Secretary – Lois Wiseman
- Trustees: Tony Dent, Glenda Burton, Alan Burgess, Pat Burgess, David Keetley, Joyce Keetley
- Meetings: x 4 times a year

# Finance & Development Committee

- Budget planning and monitoring
- Grant applications
- Lettings
- Marketing
- Monitoring and evaluating activities and usage, user satisfaction, community impact
- Monitoring project outcomes to prepare reports for Lottery & grant givers
- Induction and management of volunteers
- · Development of shared website
- Development and review of related policies. E.g.:
  - Publicity & marketing
  - Finance
  - Lettings Documentation
  - Equality & Diversity
  - Safeguarding
  - Complaints
  - Data Protection

**Membership:** Kath Wood, Joyce Keetley, Glenda Burton, Lois Wiseman, Sue Fell, David Keetley,

> Co-opted individuals from the community with appropriate skills – as and when required.

### **Premises Committee**

- Health and Safety
- Risk assessments
- Building & grounds maintenance
- Support grant applications for premises development and equipment
- Development & review of related policies. E.g.:
  - ➤ H&S
  - > Building risk assessments
  - Short- and long-term Maintenance Plan

**Membership**: Peter Foskett, Ray Bromby, Alan Burgess, Tony Dent, Clive Allen

## Key

Delegation of tasks and responsibilities

Recommendations

Committee

Co-opted individuals

