

# **COCKING VILLAGE HALL**

## **Agreement between Cocking Parish Council and Cocking Village Hall Management Committee**

**Effective from 5<sup>th</sup> June 2023**

The Village Hall ('the Hall') is a key social amenity for Cocking. It is owned by the community through the Parish Council ('the Council'), who hold the lease of the land, the adjacent car park and sports field from the Cowdray Estate. The Council shall retain responsibility for the building itself and the maintenance of the car park and sports field. As such it shall take out insurance on the building and shall renew the leases on the building, car park and sports field as appropriate.

The Village Hall Management Committee ('the Committee') shall be responsible for the day to day management of the Hall, ensuring that it is properly licenced and operating in compliance with local authority regulations. It shall take out and pay for all appropriate insurances to cover the Council, the Committee, its employees, volunteers and hirers as appropriate.

The Committee shall be self- financing and shall maintain the Hall in a good state of repair internally and will be responsible for the cleaning, security and the hiring arrangements of the Hall. The Hall's facilities shall be open to the community but also be made available for hire by outside bodies such as the District Council and the South Downs National Park as well as by individual hirers for classes and events.

The Council and the Committee will work together in close cooperation with the Blue Bell Hub and the Parish Church to make the Hall an integral and valued part of the community. The Council and Committee shall discuss and work together on financial contributions to proposed projects or events which have a mutual benefit.

The Committee will comprise a Chair, a Vice Chair, a Treasurer, a Secretary and a Bookings Secretary, together with other members in such number as it deems appropriate. It will meet every other month and will keep minutes of meetings. A copy of the minutes shall be sent to the Council for information. The Parish Council may wish to nominate a representative to the committee.

The Committee shall adopt sound financial practices and maintain accurate account records. It shall operate its own bank account with sufficient signatories authorised to make payments. All payments, if made by one signatory only, shall be countersigned by a member of the Committee at the subsequent Committee meeting. The annual accounts shall run from January to December and shall be reviewed for accuracy by a

qualified accountant or bookkeeper in time for presentation to the Council at its Annual Meeting of Electors.

Signed: Frances Russell  
Chair Parish Council

Signed: Peter Craig  
Chair CVH Management Committee

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Date: \_\_\_\_\_