**Parish Hall Organisation Structure**

**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
* Induction and management of volunteers
* Development of Website
* Development and review of related policies. E.g.:
* Publicity & marketing
* Finance
* Lettings Documentation
* Equality & Diversity
* Safeguarding
* Complaints
* Data Protection

***Membership:*** *Glenda Burton, Caroline Shaw, Joyce Keetley, Lois Wiseman, Sue Fell, David Keetley, Kath Wood (Co-opted)*

**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, Carole White, Hazel Deighton, Jo Burtonwood, Lois Wiseman, Pat Burgess*

**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, David Keetley*

**Parish Hall Board of Trustees**

***Membership:***

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

**Key**

Delegation of tasks and

responsibilities

Recommendations

Committee

Co-opted individuals 

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