

Terms of Reference

The New Community Hall Sub-Committee

Aim:

To create a new Community Hall in line with the recommendations of the Bere Regis Indoor Sports and Community Hall Facility Working Group, to a design and with the necessary flexibility to meet the current and future needs of community groups, residents and external hirers, with a range of facilities to attract individual and group bookings sufficient to make the hall financially self-sufficient.

Structure:

The Parish Council wishes to create a New Community Hall Sub-Committee (NCHC) to take forward these tasks. The NCHC will report to the Parish Council on a regular basis. The Chair will be appointed by the Parish Council. It may establish such working groups or project teams as are necessary to achieve the aim.

Membership:

Membership of the NCHC shall comprise two members of the Parish Council, invited representatives from community groups and organisations, and other invited individuals with the relevant professional or other experience/expertise. Membership of any working groups or task teams that may be set up shall not necessarily be limited to members of the NCHC, but may include other individuals that would assist in the activities of the working groups or task teams.

Tasks:

The tasks to be undertaken (in no priority order) are to:

- a) Prepare a project plan for the delivery of the new hall
- b) Investigate sources of funding and, in due course, agree and implement a fundraising plan
- c) Consult with the relevant bodies on the feasibility of the preferred sites
- d) Prepare and agree a specification for the new hall
- e) Brief architects to produce a design
- f) Submit the agreed design for planning and other consents
- g) Guide and advise the Drax Hall Management Committee on ways and means of disposing of the Drax Hall to maximum value in accordance with its trust deed
- h) With the Parish Council, communicate with Bere Regis residents about progress

Timescale:

The NCHC shall produce a timetable for the phased execution and delivery of the various tasks to be undertaken, for consideration by the Parish Council.

Parish Council Responsibilities:

The Parish Council will:

- a) Take full legal and fiscal responsibility for the project
- b) Provide appropriate insurance cover
- c) Provide seed money to enable the project to proceed before any income comes on stream
- d) Provide accountancy, and service meetings of the sub-committee
- e) Enable VAT recovery.