

Hanham Folk Centre Development Forum

Terms of Reference

1. Name

The sub-committee shall be known as the 'Development Forum'.

2. Membership

Membership of the sub-committee shall be open to all members of the Hanham Folk Centre. It shall include at least three Charity Trustees one of whom shall be either the Chairman or Vice-Chairman, and shall chair the meetings. The sub-committee shall nominate a Treasurer who shall hold office for no more than 12 months without further nomination.

3. Purpose

The objectives of the sub-committee are to:

- (a) act in the best interest of Hanham Folk Centre;
- (b) raise funds for the refurbishment and improvement of the centre, as outlined in the HFC Business Plan;
- (c) organise and manage events to both raise funds and encourage members' participation;
- (d) encourage participation and a community spirit throughout the centre;
- (e) operate in a frugal manner which shall be beneficial to the centre.

4. Authority

The sub-committee is responsible and accountable to the HFC Management Committee. The sub-committee is hereby authorised to:

- (a) hold raffles and fund raising activities within the centre;
- (b) charge a reasonable admission fee;
- (c) organise and hold entertainment throughout the building (within the constraints of the public entertainment and licensing laws);
- (d) advertise the entertainment throughout the district to encourage maximum attendance.
- (e) Hold a bank account, provided 2 signatories are required. There shall be between 3 and 4 signatories, which shall include: HFC Chairman and Administrator.

To achieve this the sub-committee must:

- (a) ensure that income and expenditure accounts are maintained for all activities;
- (b) handle all monies in a responsible manner;
- (c) ensure raffle prizes are reasonable in respect to expected income (Raffle prize shall account for no more than 35% of funds raised)
- (d) ensure the cost of entertainment is reasonable for the size of the venue;
- (e) ensure a committee member is present at all functions;
- (f) keep the HFC treasurer informed of the accounting procedures employed;
- (g) operate within the constraints of the HFC governing document, standing rules and other legal requirements.

The sub-committee do not have the authority to:

- (a) book entertainment costing in excess of £600;
- (b) hold funds in excess of £20,000.

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5. Frequency and Reporting

The sub-committee shall meet at least quarterly and shall be attended by a quorum of a minimum of 5 members including 2 Charity Trustees. Details of meetings shall be publicised throughout the centre.

The sub-committee shall report to the Management Committee on a quarterly basis (April, July, October, January). The sub-committee shall provide a written report that shall outline:

- (a) activities held since the previous report;
- (b) activities planned for the next 12 months;
- (c) a statement of income and expenditure for each function and an on-going statement of funds.

6. General Guidance

The primary objective of this sub-committee is to raise funds towards refurbishment and improvement projects as defined by the Management Committee (normally recorded in the Business Plan). As such the sub-committee has a fairly free hand to arrange and organise functions and activities.

The sub-committee must also remember that the secondary objective is to develop and encourage a community spirit within the centre. As such the meetings should be well advertised and members should activity encourage others to attend and participate. It is particularly important to encourage sections and those members who predominately use the members bar to participate.

All funds (income and expenditure) must be recorded in the accounts, as the Charity Commission could consider funds not recorded a breach of trust. In addition, funds should be raised for a particular project. Details of the project, together with progress on fund raising against a target, should be regularly publicised to members through the Newsletter, Notice boards and website.

The sub-committee's responsibilities shall include, but not be limited to, the following activities:

Holly Fayre
Strawberry Fayre
Carol Concert
Christmas Eve Party
New Year's Eve Party

The HFC Management Committee approved these Terms of Reference on the 5th November 2001.

Signed: _____
(Chairman - HFC)

M T Thorne

Date: _____