

Hanham Folk Centre  
Entertainment Sub-Committee

Terms of Reference

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1. Name

The sub-committee shall be known as the 'Entertainment Sub-Committee'.

2. Membership

The sub-committee shall comprise of between 4 and 7 members of the Hanham Folk Centre. The sub-committee shall elect a Chairman, Secretary and Treasurer who shall hold office for no more than 12 months without further re-election. Election shall be by a majority vote of those attending.

3. Purpose

The objectives of the sub-committee are to:

- (a) act in the best interest of Hanham Folk Centre;
- (b) arrange entertainment suitable for the wider membership (and families);
- (c) encourage a community spirit throughout the centre;
- (d) encourage families to use the facilities of the members' bar;
- (e) operate in a frugal manner which shall be beneficial to the centre (in terms of increased bar takings or excess income)

4. Authority

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

- (a) hold raffles within the centre to raise funds;
- (b) organise and hold entertainment in the members bar (not more than 1 event per month);
- (c) advertise the entertainment within the centre or sports ground.

To achieve this the sub-committee must:

- (a) ensure that detailed 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) get approval from an officer of the centre for each function held (in terms of type and date) prior to any advertising;
- (g) inform the management committee the membership and officers of this sub-committee;
- (h) Pass any excess income to the Development Forum.

The sub-committee do not have the authority to:

- (a) book entertainment costing in excess of £200;
- (b) hold a bank account;
- (c) advertise outside the centre or sports ground;
- (d) plan entertainment without approval from an officer of the centre;
- (e) use funds raised for anything except paying for entertainment or buying reasonable raffle prizes.
- (f) hold funds in excess of £100 after an event.

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5. Frequency and Duration

The sub-committee shall meet monthly and shall be attended by a quorum of a minimum of 4 members including 2 officers. Details of meetings shall be advised to the administrator (Officers of the centre may attend at their discretion).

The sub-committee shall initially operate for a trial period of 6 months. The activities of the sub-committee shall be reviewed by management on an annual basis, but may be terminated at any time.

6. Reporting Procedures

The sub-committee shall provide a written report to each management committee meeting. This report shall outline:

- (a) activities held since the previous report;
- (b) activities planned for the next 6 months;
- (c) a statement of income and expenditure for each function and an on-going statement.

7. General Guidance

There is no wider fund raising objective of this committee and as such shall normally breakeven with no profit or loss. However, the sub-committee shall ensure that such a statement is reasonable. The cost of entertainment should be reasonable in terms of venue and attendees and should not be high in order to spend all funds raised. In the same way, raffle prizes should be reasonable in terms of number of contributors and the cost of a raffle ticket. If excess funding is raised it should be passed to the Development forum so that it can be duly added to projects which develop and improve the facilities; such contributions will be suitable acknowledged.

The HFC Management Committee approved these Terms of Reference on the 3<sup>rd</sup> October 2001.

Signed: \_\_\_\_\_ M T Thorne  
(chairman - HFC)

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

Signed: \_\_\_\_\_ J Lloyd  
(chairman - Ents)

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