



The Church Hall Committee

Terms of Refence

2021

Name:

The Church Hall Committee within the Parochial Church Council of Bicester with Caversfield.

Vision / Goal:

Offering abundant life – growing God's kingdom

Introduction:

The Church Hall Committee is a sub-committee within the St Edburg's Church, Bicester and St Laurence Church, Caversfield Parochial Church Council (PCC). The purpose of this document is to provide members with an overview of the responsibilities associated with being a member of the Church Hall Committee.

Committee members:

The committee shall be made up of a minimum of 3 and a maximum of 5 members. The key roles are as follows:

- Chairperson
- Treasurer
- Plus a minimum of one member of the current PCC

Responsibility of members:

- To ensure hall is maintained in good repair and is regularly cleaned.
- To oversee the hire of the hall to outside bodies in respect of fees charged and facilities offered.
- To oversee the financial running of the hall.
- Ensure hall meets Health and Safety requirements.
- Implement annual service of heating and fire alarm systems.
- Maintain supplies of cleaning materials and hygiene products.
- The church hall is insured with Ecclesiastical Insurance.
- Submit a report to the PCC each quarter
- The PCC shall have the final decision in all matters.