

# Medbourne Village Hall Trust

All roles below require attendance at all meetings - 10 per year

## **Chair**

Chair meetings and ensure agenda is followed

Liaise with .....PC, local businesses.....anyone else? ....as required.

Organise minor works and special projects as required

- Create support groups or people outside the committee to help ie David Tuffs

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- Small construction projects

- Technical reviews

Progress the concept of a fully functioning village hall that is sustainable

## **Treasurer**

Keeping the books and financial records for the Hall.

Dealing with invoices and issuing cheques as appropriate.

Reconciling the bank account and cash balance each month.

Issuing invoices as required.

Banking receipts – cheques and cash.

Maintaining the accounts and reporting to the Committee meetings.

Filing the final accounts and the Annual Return with the Charity Commission on a timely basis.

Maintaining the Charity Commission Records with regards to Trustees etc

Organising an Independent Examination of the accounts if required.

Collating Gift Aid records and applying for tax repayments.

Retaining the financial records for 7 years as required by law.

## **Secretary**

Circulating agendas

Taking, producing and circulating Minutes for each meeting.

Dealing with correspondence on behalf of the Committee as appropriate

Acting as signatory to the bank accounts and other documents.

## **Bookings Clerk**

Being the first point of contact for those wishing to hire the Hall. (A dedicated mobile phone can be provided.)

Showing potential users around the Hall.

Maintaining the online calendar.

Issuing the Booking Ts and Cs to potential users and ensuring a signed agreement is received before booking accepted.

Liaising with the Caretaker and Treasurer as required.

Ensure the deposit (if applies) is received and final payment is made and liaise with Treasurer to ensure all payments have been received.