

ITEM 15.04. VH ITEMS.DOCX

- Security Cameras. RDK estimate too complex. Simpler solution to be sought.
- Full electrical inspection to be undertaken
- Heat pump inspection t be undertaken.
- Booking system. Hall Master vs UK version
- Advisory Group/ Committee (see Appendix 1)
- PAT Testing
- Fire inspection
- Contracts for: fire alarm; fire extinguishers; heat pump.
- Fire alarm testing. Regular.

Appendix 1. Great Waldingfield Village Hall Advisory Committee (VHAC)

Terms of Reference

Purpose and membership

The Great Waldingfield VHAC will help shape the future development and maintenance of the Village Hall (VH).

The aim of the meeting is to enable the Parish Council to receive input, comments and requests on the VH in terms of maintenance, usage and development.

This is a public meeting to enable all residents of Great Waldingfield Village to attend along with the users of the VH. To be classified as a user of the VH the individual has to be a resident or a regular user of the VH Hall with a minimum of 5 bookings per year.

Chair

The meeting will be Chaired by the member of GWPC.

Frequency of Meetings

The VHAC will meet every six months (twice per Year).

Notice of meetings

The agenda for the meeting will be issued one week in advance. The Village Magazine and website will be used to notify Villagers of the next scheduled meeting.

Quorum

The meeting will be quorate with a minimum of 5 people present, including the Chair.

Authority

The Great Waldingfield VHAC does not have any authority or allocated budget. The Committee's role is to make suggestions for consideration of GWPC to improve the VH and suggest how the operation of the VH could be improved including new opportunities.

Review of Terms of Refence

These terms of reference will be reviewed in October 2030