

## **Committee Membership and roles 2025-26**

### **Trustees and Current Roles**

|                            |                                 |
|----------------------------|---------------------------------|
| Chair                      | Vivien Hodgson                  |
| Vice Chair                 | Chas Chapman                    |
| Treasurer                  | Philip Dixon                    |
| Secretary                  | Liz Beaty                       |
| Bookings Coordinator       | Maria Golden                    |
| Communications Coordinator | Isobel Morley                   |
| Community Coordinator      | Judith Derbyshire               |
| Building Coordinator       | Steve Helm                      |
| Groups Representatives     | Dot Metcalf (Garden Club)       |
|                            | David Hall (Recreation Club)    |
|                            | Greta Johnson (Stainton school) |

### **Members**

Sue Harbottle  
Claire Salt  
Ann Stuart

### **Other responsibilities:**

|                                    |                                                |
|------------------------------------|------------------------------------------------|
| Webmaster                          | Sarah Allen                                    |
| Fire Officer                       | Steve Helm                                     |
| Health and Safety and Safeguarding | David and Janet Hall                           |
| Marketing and Information          | Isobel Morley/ Sue Harbottle/Judith Derbyshire |
| Evaluation                         | Liz Beaty                                      |

### **Subgroups**

Building Group  
Community Café  
Makers Market  
Marketing and Information  
Cinema Club  
Sustainable Stainton

### **Convenor**

Steve Helm  
Chas Chapman  
Isobel Morley Sue Harbottle  
Isobel Morley/ Sue Harbottle/Judith Derbyshire  
Chas Chapman, Jon Heeks  
Vivien Hodgson, Liz Beaty, AnneMari Williams

## **Role Descriptions**

### **Chair** Set dates and times for Committee meetings

- Chair meetings and coordinate action points with Committee members
- Present annual report to AGM.
- Act as main spokesperson for Village Hall affairs
- Sign for Village Hall funding
- Manage recruitment and induction of new members
- Evaluate work of Committee annually
- Report as required to funders etc.
- Keep information points in the hall updated.
- Induction into use of hall and role for volunteers (including signing up to relevant policies)

### **Vice Chair**

- Deputise for Chair when required
- Work with Chair to ensure effectiveness of Committee.

### **Secretary**

- Take minutes at committee meetings
- Type up minutes and distribute to committee members
- File minutes on village hall website.
- Deal with correspondence and file all letters and responses.
- Organize AGM and publicise
- Organize village hall Committee meetings
- Pull together monitoring data against performance indicators and provides periodic evaluation reports as required.

### **Treasurer**

- Act as guardian of and keeps updated the financial rules of Stainton Village Hall CIO
- Keep appropriate records and accounts and report regularly to Committee meetings
- Prepare the annual Receipts and Payments account and have these checked by an independent person.
- Draft an annual Trustees report.
- Present accounts to AGM
- Submit the Annual Receipts and Payments Account and Trustees Report to the Charity Commission and keep the CIO's Charity Commission register up to date.
- Has oversight of all receipts and payments
- Signatory for the SVH CIO bank account. NB Two other Trustees must be co-signatories for bank account.
- Invoice hirer of the Hall for their bookings, send receipts for all payments and chase up overdue payments.
- Keep a file of all paperwork in relation to invoices for goods and services and check all invoices before payment is made.
- Maintain required buildings, contents, public liability and employees liability insurance for the Village Hall, its users, volunteers and trustees.
- Manage contracts with the Hall's utility providers (electricity, water, broadband).

**Bookings Coordinator**

- Oversight of bookings and calendar
- Ensures website is up to date with bookings
- Manages the process for booking and circulation of keys (as per agreed procedures)
- Liaises with Treasurer for invoicing and returning deposits
- Maintains principles for bookings
- Monitors data against performance indicators and provides periodic reports to Committee.

**Community Coordinator**

- Maintain active links with user groups
- Liaise with community business and community groups in relation to VH activities
- Take lead on communication with media for marketing and advertising information
- Provide oversight of social media in relation to Village Hall
- Report to Committee on feedback from events and community involvement.
- Monitor user group involvement against performance indicators and provides periodic reports to Committee.

**Building Coordinator**

- Ensure compliance with building regulations
- Manage any maintenance contracts
- Overall responsibility for site health and safety
- Overall responsibility for site security including ensuring all keys are accounted for.

**Communications Coordinator**

- Produces posters and information leaflets to publicise the Hall's activities, including updates to social media.

**Web Master**

- Overall responsibility for functionality and updating of website.