

# **Hatley Village Association**

## **Membership and Terms of Reference**

### **Membership:**

The HVA group is made up of a minimum of four members, to include at least one of Parish Councillor, who support the purposes and responsibilities of the HVA group as set out below;

### **Terms of Reference:**

- (a) To raise funds primarily, but not exclusively, to be spent on the upkeep, maintenance and improvement of the village hall. No major works (over £500) will be undertaken without the specific approval of Hatley Parish Council.
- (b) To inform the Parish Clerk about numbers of volunteers and dates of work undertaken for the purpose of ensuring adequate insurance cover under the Parish Council policy.
- (c) To record all financial transactions relating to fundraising events in a cashbook that is checked and approved by at least two members of the HVA group (to include one Parish Councillor) on a regular basis.
- (d) To provide regular reports on fundraising income and project expenditure to Hatley Parish Council, preferably at Parish Council Meetings.
- (e) To ensure all surplus funds from fundraising events are promptly handed to the Parish Clerk for banking, so that the HVA group's cash float does not exceed £100 at any time.
- (f) To ensure all items belonging to the HVA, including stock held, are stored securely and a record of all items is held and shared routinely with the Parish Clerk, for both insurance and accounting purposes.
- (g) To present the HVA's accounts and any projects quotations or orders to the Parish Clerk on an annual basis in April, to be reviewed in preparation for the annual internal audit and the Parish Council's AGM,
- (h) To present a full report of all HVA activities and finances at the Annual Parish Meeting each May.

First adopted 16.10.2012 and revised 16.05.23