

Hanham Community Centre
Development and Entertainment Forum

Terms of Reference

1. Name

The sub-committee shall be known as the Development and Entertainment Forum, generally referred to as "Development Forum". It is a sub-committee of the Board of Trustees, and is responsible for reporting to this board.

2. Membership

Membership of the sub-committee shall be open to all members of the Hanham Community Centre; with the lead organiser being a member for at least 24 months. It shall include at least one "sponsor" from the Board of Trustees and/or Bar Management Committee, and shall include at least one Charity Trustee. The HCC Treasurer shall manage all finances for the activities and events of this forum.

3. Purpose

The objectives of the sub-committee are to:

- (a) act in the best interest of Hanham Community Centre;
- (b) raise funds for the furtherance of the centre objectives, as outlined in the HCC Strategic Plan;
- (c) organise and manage events to both raise funds and encourage (members') participation in line with the HCC Vision and Mission;
- (d) encourage participation and a community spirit throughout the centre; with an emphasis on families;
- (e) operate in a frugal manner which shall be beneficial to the centre.

4. Authority

The sub-committee is responsible and accountable to the HCC Board of Trustees Committee. The sub-committee is hereby authorised to:

- (a) hold raffles and fund raising activities and events¹ within the centre;
- (b) charge a reasonable admission fee;
- (c) organise and hold entertainment throughout the building (within the constraints of the public entertainment and licensing laws);
- (d) advertise the entertainment throughout the district to encourage maximum attendance.
- (e) Expend funds on activities and events of up to £100 without specific BOT approval; but with HCC treasurer agreement.

To achieve this, the sub-committee must:

- (a) prepare a budget for an event and agree with the HCC Treasurer and Board of Trustees (including any wider centre costs incurred);
- (b) ensure that income and expenditure accounts are maintained for all activities;
- (c) handle all monies through the office in line with HCC treasurer guidance (funds will be handled via the Development Fund account, which shall have a minimum of two signatories, the HCC Treasurer and HCC Administrator). The Development Fund will be managed by the Board of Trustees;
- (d) ensure raffle prizes are reasonable in respect to expected income (Raffle prize shall account for no more than 35% of funds raised)
- (e) ensure the cost of entertainment is reasonable for the size of the venue;
- (f) ensure sufficient members are in control at all functions;
- (g) record and understand the risks and issues (e.g. insurance, possible losses);

¹ An activity is a regular occurrence such as a Quiz nights or Table Top Sales, while an event is a specific one-off occurrence such as New Years Eve, Band Nights or new activities etc.

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- (h) consider and act on the views of the Trustees;
- (i) accept individual responsibility for, and operate within the constraints of the governing document, standing rules and other legal requirements (specifically H&S, Event Safety and Fire Safety).

5. Frequency and Reporting

The sub-committee shall meet as required, and will stand to manage a particular activity or event – meetings shall be attended by a minimum of 3 members; being the event organiser, an HCC Trustee and the HCC Treasurer – with a record of any decisions being kept and reported to the Board of Trustees. It may be appropriate for the meeting to be an agenda item at a BOT meeting (especially for regular activities such as Table Top Sales or Quiz Nights).

Reporting to the Board of Trustees shall be:

- to seek approval for an activity/event;
- to seek approval for an events budget, format and manning;
- to seek approval for specific expenditure;
- to review post-event accounts.

The HCC Treasurer shall report separately to the Board on the status of the Development Fund.

6. General Guidance

The primary objective of any event or activity must be to raise funds and secondly to develop and encourage a community spirit within the centre – driving the vision of “family focused” wherever possible. Within this framework, the sub-committee has a fairly free hand to arrange and organise functions and activities.

To ensure a Lead Organiser, supported by a “sponsor “ and Charity Trustee finds this to be an understandable process – the steps to follow are:

1. Decide on an outline purpose, format and date(s); and agree with BOT.
2. Produce an initial Budget for agreement with HCC Treasurer and BOT, setting out direct costs (entertainment, advertising, prizes), indirect costs (centre costs, staff etc); and income (maximum and expected) – and hence surplus; as well as who and how the event will be managed.
3. Outline the main risks and issues (weather, financial, damage etc) for the BOT to assess the risk against benefit (a higher risk event should have a higher potential surplus).
4. Seek formal BOT agreement before committing to any contract/deposit with event suppliers (this should be done through the office).
5. With BOT approval, engage with the office to progress ticket sales (box office and on-line), website and advertising as needed.
6. Liaise with the office access to prepare rooms, taking fire exits and number of guests into consideration; and ensure the event is suitable supervised.
7. Ensure all income (mainly via the office) and expenditure is accounted for and receipts are retained for all expenditure. HCC will not meet expenditure requests without an original vendor receipt or invoice. HCC will also not pay members for their services, nor (unless exceptional circumstances) meet travel costs. A failure to record all income and expenditure (not just a surplus) would be a breach of the charities Trust.
8. All income, receipts and accounts should be submitted, via the office, within two weeks of an event.

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The sub-committee's responsibilities shall cover all activities and entertainment organised within the centre by members, and shall include, but not be limited to, the following activities:

Holly/Strawberry Fayre and Fetes	Entertainment (inc Lounge Bar)
Open Evenings	Band Concerts
Carol Concert	Table Top Sales
Christmas Eve Party	Car Boot Sales
New Years Eve Party	Quiz Nights
Film Nights	Family and Kids Nights

Signed:  K M Lawrence
 (Chairman - HCC)

Date: 6th July 2009

Change Record

Date	Version	Change
Nov 01	V0.1 Draft	Initial Document
Jan 02	V1.0	Approved Version
Sept 06	V2.0	Revised to account for ad-hoc format of meetings, and to address merger of Bar Entertainment.
July 09	V2.1	Name Change