

Sampford Brett Village Hall Management Committee
Terms of Reference for a sub-group to investigate the feasibility of a new Village Hall

1. Background - the sub-group was commissioned by the VHMC at a recent meeting to determine some Terms of Reference which then need to be approved by them
2. The Group consists of Clive Brooks, Diane Brooks, Hilary Weldon, Cameron Weldon, Charles Cadby, Martine Cadby, Margie Smith and Dave Smith
3. Approach - the group will hold informal meetings, conduct research and produce formal papers for submission to VHMC as the project progresses to ensure the project proceeds in a structured and informed way
4. These Term of Reference were drafted on 3rd October 2016:

4.1. To document the context of the current village hall

- 4.1.1. why does it exist? i.e. it's current business case / reason for being; the business / amenity mix
- 4.1.2. who uses it, when and how frequently - village groups, external users etc
- 4.1.3. income and expenditure history
- 4.1.4. administration eg overall management, bookings, shared responsibilities
- 4.1.5. marketing and feedback - what do users / potential users like, dislike and how this affects continued use
- 4.1.6. maintenance cycles
- 4.1.7. known issues, missed or available opportunities and any proposed resolutions e.g. Health and Safety and other pertinent legislation e.g. Equalities, recent structural survey etc.

4.2. To document the requirements for a future village hall - actual and aspirational

- 4.2.1. likely future demand - what is the need, what is the desire, and from who
- 4.2.2. support within the community - for, against, indifference - and how these might play out
- 4.2.3. experiences in other communities (their approach, successes, failures, problems, timescales, costs, funding and other resources both self-help and professional)
- 4.2.4. environmental expectations, opportunities and impacts
- 4.2.5. sustainability in the broadest sense e.g. not just materials but ongoing support
- 4.2.6. how New Technologies could be exploited

4.3. To document a range of feasible options for proceeding

- 4.3.1. to be determined but covering a range from Status Quo to a variety of Village Hall specifications
- 4.3.2. how the options will be evaluated e.g. best fit to requirements, cost, lowest risk, show of hands, hybrid of these
- 4.3.3. the outline costs and benefits of each option; capital and revenue
- 4.3.4. the resource profile of each option, importantly to include the internal project resources and roles ("us")
- 4.3.5. likely timescales of each option with high-level plan
- 4.3.6. budget and funding approaches/stages
- 4.3.7. risks

4.4. To document a preferred option for approval by VHMC

- 4.4.1. reasons for selection
- 4.4.2. an implementation strategy

5. The group discussed the relationship it would need with the VHMC and concluded it will need to be close and regular, which may mean that meetings have to be scheduled in the evening to allow key people to attend.

6. The group debated the project's identity and there was consensus that it is an exciting investment in the future of the village, its inhabitants and successive generations; our legacy. There may be an opportunity to do something landmark - certainly at a local level - and thus the group felt the name "***The Acorn Project***" captures that spirit.