

KING GEORGE'S FIELD TRUST in LOWER HEYFORD – COMMITTEE OF MANAGEMENT

TERMS OF REFERENCE AND OPERATING PRINCIPLES

THE ROLE OF THE COMMITTEE OF MANAGEMENT

The Committee of Management *must*:

- Hold no less than 4 meetings per annum;
- Convene an AGM on behalf of the Trustees to elect independent members of the CoM and request nominations for the organisations entitled to appoint members of the CoM;
- Prepare an annual report and accounts for presentation at the AGM;
- Convene a meeting of the Trustees at least once a year to review and approve the accounts and convene such other Trustees' meetings as may be required;
- Have the accounts reviewed/audited prior to the AGM;
- Prepare an annual report of compliance with the Trusts set out in the lease to the Parish Council and send this to the PC;
- Maintain at all times the balance of representation on the CoM as provided for in the lease;
- Name, from time to time, the field and any facilities thereon having regard to the requirements of the trusts and/or any requirements specified by principle donors. (In this regard the LHVHF has specified that the facility may not be called the sports and social club);
- Set policy and define the principles for operation in accordance with the Trusts;
- Review the roles and policies no less often than every 3 years, or more often as appropriate;
- Be responsible for ensuring that appropriate systems are maintained such that all relevant legislation and best practice is met relating to health, safety and security;
- Oversee on-going management of the facility and the field;
- Approve, in advance, any staff or other hires;
- Ensure compliance with the terms and conditions imposed by any and all funders;
- Set up sub committees/individuals to handle detailed operational matters as follows:
 - Communications and Marketing
 - Buildings maintenance and management
 - Field maintenance and management
 - Booking management
 - Finance and accounting
- Be responsible for overall financial management of the field and the facilities thereon.

OPERATING POLICIES OF THE FIELD AND THE FACILITY ON THE KING GEORGE FIELD

1. Days and hours of operation

Within the constraints of the bar operations licence, the facility should be open as much as possible to meet demand and increase revenues whilst having due regard to the occupiers of neighbouring properties.

2. Membership

Membership for use of the Facility has several practical legal advantages, and must not act as a barrier to residents' use. As the licence is a club license, only members can be served at the bar.

The Relief in Need Charity has kindly agreed to pay a sum of £500 to cover the membership cost for all residents of Lower Heyford and Caulcott for the first year. This will be reviewed each year and a decision made as to whether or not to seek on going funding.

A separate fee for membership will be levied from any non-residents. The current membership fee, when charged, will be £5 per annum.

3. Relations with clubs (HAFC or LHSSC or Events committee or any and all others)

The existing MoUs with regular users of the facilities must be developed as appropriate and at renewal must take account of the new committee structure and requirements imposed by the lease and these policies.

New MoUs or agreements will be required for all new or regular users of the facility.

All organisations using the facilities shall be treated in the same manner and by the same principles.

Regular financial contributions will be expected from clubs which regularly use the facilities (more than +/-10 times per annum). These should be a fair reflection of the usage and wear and tear with all clubs being treated using the same principles.

Ad hoc or one-off users of the facilities and/or field shall be the subject of short term hire agreements and will ordinarily be charged a higher amount than regular users.

4. Charges for the use of the facilities

The terms of the LHVHF donation mean that the CoM cannot charge residents for hiring. It can, however, ask for a *contribution to variable costs*;

Residents and non-residents can be charged differentially for hire of the facilities;

Regular users are those who use the facility monthly (+/- 10 or more times a year);

Regular users will not be charged or monitored in the same way as one-off users;

Net funds derived from hire contributions will be put aside for essential and routine maintenance.

5. Bookings

Online booking will only constitute an *application* for booking, which will be subject to confirmation with details. Actual, real-time, online booking is undesirable as it could conflict with simultaneous bookings being made in the hard-copy books. The application step introduces a safeguard against improper overbooking.

All reasonable efforts shall be made to accommodate a booking for a one-off event which conflicts with a regular fixture if it is made more than 3 months in advance.

6. Bar operations

The bar cannot be licenced to the CoM as the latter is a charity which cannot make a profit from the sale of intoxicating liquor. Therefore the licence will continue to be in the name of a separate entity.

The licence is currently in the name of the Sports and Social Club. It allows daily opening until 11pm. Periodically, when the licence comes up for renewal, the option for changing the name of the licensee(s) should be considered having regard to the circumstances of the time.

At present, bar staff are not paid for their services, and are all members of the current SSC committee. The number of people available to work behind the bar should be increased over time to allow for increased opening times. If demand and net income warrants the hire of part time or function by function staff may be considered if approved by the CoM.

Each quarter, the entity holding the licence will make a donation to KGF CoM equal to the profits of the bar.

Drinks cost will be the same for members and non-members. The current mark-up is 40% and this will continue.

7. Interior maintenance and cleaning

All users of the facility must clear up after themselves, including mud brought in by foot traffic. Sports clubs must clean the changing rooms after use. The bar staff must clean the bar. A deposit will be held from all users (regular and ad hoc/one off) which can then be used to pay for any cleaning that is not undertaken to acceptable standards by any users.

Regular, additional cleaning may be required and financial provision should be made for this. Appropriate arrangements for this will need to be put in place (options include employing a cleaner with its various employment law complications, using a cleaning agency or a cleaning rota of volunteers)

Any club or user who requires particular conditions or equipment must provide and maintain these themselves (e.g. the football club should pay for pitch markings; the darts club provide their own

board; a yoga club should provide mats, etc.) but that does not rule out applications for one-off starter grants if appropriate and available.

8. Maintenance of the field and hedges/fencing

Should be undertaken on an equitable and fair basis by all regular users. Field maintenance and management shall be required to keep the balance of responsibility amongst all users under regular review.

9. Security and Health & Safety

There should be 4-5 key holders in the short-term, with possibility for additional keys for regular users, once these have been identified.

The facility should have an alarm. It may be necessary to change the existing alarm so it can accommodate multiple codes.

Users should be given instructions on **Fire Procedures** and **Safe Use** of the facility, when they receive the key.

KGF CoM requires appropriate insurance. The existing AVIVA insurance policy should be updated to be in the name of the KGF CoM, which has the insurable risk and as is required by the lease, with all appropriate risks insured.

Utilities contracts will also be changed to the name of the KGF CoM.

Individual clubs and users who work with young people will be required to meet legal requirements, e.g. DBS (CRB) checks. It should be made clear in the Hire Agreement that it is their responsibility to ensure these requirements are met.

To comply with data protection, individuals' personal details safe must be kept safe. The CoM must allow them the opportunity to remove their details from our records, and we must make these points known to them. A short data protection clause with these details must be inserted in the hire agreement form and confirmation e-mail.

11. Dogs

Dogs are welcome on the field but owners must clean up after them at all times. It is worth remembering that, as well as being socially quite unacceptable, dog waste can cause blindness. As a result no dog is ever permitted in the childrens play area.

Dog hitch facilities will be provided outside the main facility and on request a dog bowl for water will be supplied. However only guide or medical service dogs are permitted within the building at any time.

12. Financial matters

All current members of the CoM will be signatories for financial payments.

A minimum of 2 signatories are required on every payment with any payments above £15k requiring 3 signatures.

All overheads should be paid for by the charity. Any required changeover should coincide with the finish of the build.

The accounts to 30 September each year must be reviewed annually in October. In the first instance KGF CoM will approach the accountant who works with the Relief in Need charity to ask them to also review CoM accounts.

11. Other matters

In the event of any issues of conflicting events or disputes between users, the CoM will make the final decision.

In the event that permission is sought for things which the CoM cannot authorise, then it must be made clear to applicants. By way of example, the CoM cannot give permission for firework use or for extended hours (outside the licence).

These roles and procedures were considered and approved by the KGF CoM on 19 April 2018.