

St John Village Trust

Board of Trustees

Executive Committee	Secretariat	Village Hall Hire & Fundraising Group	Village Hall Infrastructure Group
All Trustees (including Chair & Vice-Chair)	x2 Trustees (including Chair & Vice-Chair)	x2 Trustees (including Chair & Vice-Chair)	x2 Trustees (including Chair & Vice-Chair)
Meetings: x4 pa	Meetings: x4 pa	Meetings: x4 pa/Ad hoc	Meetings: x4 pa
<p>Policies:</p> <p>Finances (including subscriptions) Insurance Village Hall Hire H&S Fire & Security Hall Cleaning Risk Assessment DBS Checks Food Hygiene</p> <p>Strategies:</p> <p>Future Developments Grant Applications Demographic Succession</p> <p>Administration:</p> <ul style="list-style-type: none"> External Liaison Annual Report Arrange External Audit Annual Return Budget 	<p>Hall Bookings:</p> <p>Clubs, Groups and individuals NOT based in the parish of St John</p> <p>Briefings (H&S):</p> <p>To new Village Hall hirees</p> <p>Communications:</p> <p>External: Public Relations Marketing Newsletter/Website (DG)</p> <p>Internal: Emails etc</p> <p>Administration:</p> <ul style="list-style-type: none"> AGM Meetings & Events Calendar (for all committees) Records & Documentation (e.g. mins etc) Keyholders 	<p>Hall Bookings:</p> <p>Clubs, Groups and individuals based in the parish of St John</p> <p>Clubs & Groups:</p> <p>Boule Bowls Snooker Singing Bridge Book Swap Coffee Mornings</p> <p>Events:</p> <p>Planning, Catering, Booking Acts Licensing Event Advertising</p> <p>Administration:</p> <ul style="list-style-type: none"> Kitchen Hygiene Identify improvements Defibrillator Checks Raffles 	<p>Maintenance:</p> <p>Fire equipment Alarms Fuel oil PAT Tests Lighting Plumbing Grass Cutting Boule Court maintenance Boundaries First Aid Box</p> <p>Improvements/& Repairs:</p> <p>Priority List Work Parties</p> <p>Administration:</p> <ul style="list-style-type: none"> Minor Works Register