## St John Village Trust

## **Board of Trustees**

All Trustees (including Chair & Vice-Chair)  Meetings: x4 pa  Policies:  Finances (including subscriptions) Insurance Village Hall Hire H&S Fire & Security Hall Cleaning Risk Assessment DBS Checks Food Hygiene Strategies:  Future Developments Grant Applications Demographic Succession  Administration:  All Trustees (including Chair & Vice-Chair)  Meetings: x2 Trustees (including Chair & Vice-Chair)  Adelinistration:  Administration:  Administration:  All Bookings:  Clubs, Groups and individuals based in the parish of St John Fire equipment individuals based in the parish of St John Fire equipment Glubs, Groups and individuals based in the parish of St John Fire equipment Glubs, Groups and individuals based in the parish of St John Fire equipment Glubs, Groups and individuals based in the parish of St John  Clubs, Groups and individuals based in the parish of St John Fuel oil PAT Tests Lighting Plumbing Grass Cutting Bowls Snooker Singing Bridge Book Swap Coffee Mornings Booking Acts Licensing Event Advertising  Planning, Catering, Booking Acts Licensing Event Advertising  Administration:				
Chair & Vice-Chair)   Chair & Vice-Chair)   Chair & Vice-Chair)	Executive Committee	Secretariat		Village Hall Infrastructure Group
Finances (including subscriptions) Insurance Village Hall Hire H&S Fire & Security Hall Cleaning Risk Assessment DBS Checks Food Hygiene Strategies:  Future Developments Grant Applications Demographic Succession  Administration:  Administration:  External Liaison Arrange External Audit Arrange External Finance Clubs, Groups and individuals based in the parish of St John Clubs & Groups:  Clubs, Groups and individuals based in the parish of St John Clubs & Groups:  Adarms  Fuel oil  PAT Tests  Lighting Plumbing Boule Court  maintenance:  Fire equipment Alarms  Fuel oil  PAT Tests  Lighting Plumbing Grass Cutting Book Swap Coffee Mornings  Repairs:  Planning, Catering, Booking Acts Licensing Events:  Administration:  Administration:  • Kitchen Hygiene • Identify improvements • Mall Bookings:  Clubs & Groups:  Lighting Plumbing Grass Cutting Boule Court  Mairelaines  Fire equipment Alarms  Adarms  Fuel oil  PAT Tests  Lighting Plumbing Grass Cutting Booking Acts Licensing Events:  Priority List Work Parties  • Minor Works Register  • Minor Works Register  • Minor Works Register  • Mairel Individuals based in the parties of the parti				x2 Trustees (including Chair & Vice-Chair)
Finances (including subscriptions) Insurance Village Hall Hire H&S Fire & Security Hall Cleaning Risk Assessment DBS Checks Food Hygiene  Future Developments Grant Applications Demographic Succession  Future Developments Grant Applications Demographic Succession  Administration:  External: Emails etc  Administration:  External Liaison Administration:  External Liaison Annual Report Annual Report Annual Return  Clubs, Groups and individuals based in the parish of St John Clubs & Groups:  Alarms Fuel oil PAT Tests Lighting Boule Sonoker Singing Boule Court maintenance Boundaries First Aid Box  Fevents:  Planning, Catering, Booking Acts Licensing Event Advertising  Administration:  Administration:  Administration:  Administration:  Administration:  Administration:  Kitchen Hygiene  Meetings & Events Calendar (for all committees) Calendar (	Meetings: x4 pa	Meetings: x4 pa	Meetings: x4 pa/Ad hoc	Meetings: x4 pa
subscriptions) Insurance Village Hall Hire H&S Fire & Security Hall Cleaning Risk Assessment DBS Checks Food Hygiene  Strategies: Future Developments Grant Applications Demographic Succession  Future Developments Grant Applications Demographic Succession  Administration:  External: Emails etc  Administration:  External Liaison Annual Report Administration:  Administration:  Individuals NOT based in the parish of St John  Alarms Fuel oil PAT Tests Clubs & Groups:  Alighting Plumbing Boule Grass Cutting Boule Gourt maintenance Singing Bridge Book Swap Coffee Mornings  Events:  Planning, Catering, Booking Acts Licensing Event Advertising  Administration:  Administration:  Administration:  Kitchen Hygiene  Meetings & Events Calendar (for all committees)  Annual Return  Administration:  Administration:  Marketing Newsletter/Website (DG)  Administration:  Administration:  Administration:  Marketing Newsletter/Website (DG)  Boule Boule Bowls Snooker Singing Boule Court Maintenance Singing Boule Bowls Snooker Snooker Singing Boule Bowls Snooker Snooker Singing Boule Bowls Snooker Snooker Snooker Snooker Singing Boule Bowls Snooker Sn	Policies:	Hall Bookings:	Hall Bookings:	Maintenance:
<ul> <li>External Liaison</li> <li>Annual Report</li> <li>Arrange External Audit</li> <li>Annual Return</li> <li>Kitchen Hygiene</li> <li>Identify improvements</li> <li>Defibrillator Checks</li> <li>Raffles</li> </ul>	subscriptions) Insurance Village Hall Hire H&S Fire & Security Hall Cleaning Risk Assessment DBS Checks Food Hygiene  Strategies:  Future Developments Grant Applications Demographic	individuals NOT based in the parish of St John  Briefings (H&S):  To new Village Hall hirees  Communications:  External: Public Relations Marketing Newsletter/Website (DG)  Internal:	individuals based in the parish of St John  Clubs & Groups:  Boule Bowls Snooker Singing Bridge Book Swap Coffee Mornings  Events:  Planning, Catering, Booking Acts Licensing	Alarms Fuel oil PAT Tests Lighting Plumbing Grass Cutting Boule Court maintenance Boundaries First Aid Box  Improvements/& Repairs: Priority List
mins etc)  Keyholders	<ul><li>External Liaison</li><li>Annual Report</li><li>Arrange External Audit</li></ul>	<ul> <li>AGM</li> <li>Meetings &amp; Events Calendar (for all committees)</li> <li>Records &amp; Documentation (e.g. mins etc)</li> </ul>	<ul> <li>Kitchen Hygiene</li> <li>Identify improvements</li> <li>Defibrillator Checks</li> </ul>	Minor Works