

## Village Hall Responsibilities

This document supersedes all previous documents on this subject, and forms the latest agreement between the following parties

- Ringshall Village Hall Management Committee (RVHMC)- Management Trustee;
- Ringshall Parish Council (RPC) - Custodian Trustee;
- Mr J. C. Hitchcock - landlord

regarding the respective duties and responsibilities for maintaining the Ringshall Village Hall and its associated playing field.

Duty		Responsible Agent
Building structure maintenance and repair		Building owner
Decoration of hall	Interior	Ringshall Village Hall Management Committee
	Exterior	Ringshall Village Hall Management Committee
Day to day maintenance (gutter clearing etc.)		Ringshall Village Hall Management Committee
Fixtures and fittings		Ringshall Village Hall Management Committee
All necessary licenses		Ringshall Village Hall Management Committee
Hall Insurance		Ringshall Village Hall Management Committee
Plant beds around the hall & in playing field		Ringshall Village Hall Management Committee
Trees & orchard (not including those in hedgerows)		Ringshall Village Hall Management Committee
Fuel costs for hall		Ringshall Village Hall Management Committee
Grass cutting & field maintenance		Ringshall Village Hall Management Committee
Car park including abutting hard walk ways	Maintenance	Ringshall Parish Council
	End of Life Replacement	Ringshall Parish Council
Hedgerows and trees in hedgerows		J C. Hitchcock
Transit Containers	Maintenance	Ringshall Village Hall Management Committee
	Public liability Insurance	Ringshall Village Hall Management Committee

	Contents insurance	Ringshall Village Hall Management Committee
Defib	Electrical Costs	Ringshall Village Hall Management Committee
	Maintenance & parts replacement	Ringshall Parish Council
Public Litter bins	Emptying	Ringshall Parish Council
	Maintenance	Ringshall Parish Council
Play equipment on field	Repair and maintenance	Asset owner
	Yearly Safety Inspections	Asset owner
	Insurance (to include public liability cover)	Asset owner
Sewage system	Running costs & routine maintenance	Ringshall Village Hall Management Committee
	Licensing	Ringshall Parish Council
	Non consumable repair/replacement	Ringshall Parish Council
	End of Life Replacement	Ringshall Parish Council

The list of duties is not necessarily exhaustive, and can be taken to be indicative of intent of purpose of responsibility for non listed duties.

Agreed by

Agent	Signatory position	Name	Signature	Date
RVHMC				
RPC				
Mr J.C. Hitchcock				