



Longburrow Hall Working Group

Terms of Reference

Adopted by Stokenchurch Parish Council on 3rd September 2025

1. Purpose

The Longburrow Hall Working Group is established by the Parish Council to support the effective management, compliance, and community use of Longburrow Hall. The group will research, review, and make recommendations to the Parish Council on matters relating to hall operations, maintenance, hire arrangements, and strategic improvements.

2. Status

- The Working Group is an informal advisory body.
- It holds no delegated authority and cannot make decisions on behalf of the Parish Council.
- All recommendations must be submitted to the Parish Council for consideration and approval.

3. Objectives

The Working Group will:

- Review hall hire agreements, usage policies, and compliance documentation.
- Assess maintenance needs, safety protocols, and risk management procedures.
- Explore opportunities for community engagement and improved hirer relationships.
- Recommend updates to operational procedures, inspection checklists, and promotional materials.
- Support the Parish Council in ensuring legal and regulatory compliance (e.g., insurance, PAT testing, safeguarding, licensing).

4. Membership

- Membership shall consist of Parish Councillors and, where appropriate, co-opted members with relevant expertise or interest.
- The Working Group shall appoint a Chair from among its members.
- The Parish Clerk may attend meetings in an advisory capacity.

5. Meetings

- Meetings will be held as required and convened by the Chair.
- Recommendations will be presented in writing to the Parish Council for formal discussion.

6. Reporting

- The Working Group will report to the Parish Council through written recommendations and meeting notes.
- The Parish Council will consider all recommendations and determine any actions to be taken.
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7. Review

- These Terms of Reference shall be reviewed annually or as required by the Parish Council.