

## **CHARNEY BASSETT PARISH COUNCIL**

### **Village College**

#### **Terms of Reference**

The Village College (the College) operates under the auspices of the Parish Council to provide educational and recreational courses for residents of Charney Bassett and nearby villages. It allows residents to learn new skills through classes that are provided where demand is either known or believed to exist. The College contributes to the viability of the Village Hall through its use for classes and may benefit from funds generated by Charney & Lyford Educational Trust (CLET) when providing classes that fall within its remit. The College aims to be financially self-sufficient, operating on a 'not-for-profit' basis.

The College is managed as follows:

- 1 The College is administered by a Board appointed by the Parish Council and comprising a General Manager and at least two further persons, including a Parish Councillor.
- 2 The Board will meet on at least two occasions each year and will consider the annual statement of account confirming the revenue generated (including any grants provided by CLET) and the expenses paid by the College.
- 3 The General Manager arranges for classes to be run and is responsible for the collection of course fees and the payment of all expenses, including tutor fees and hall hire.
- 4 The General Manager presents a report to the Parish Council each year on courses planned and the annual financial statement.
- 5 The financial arrangements of the College are managed in accordance with the principles and provisions of the Parish Council's Financial Regulations, in so far as they are relevant.
- 6 The College manages personal data in accordance with relevant Data Protection legislation.

As approved by the Parish Council at its meeting on 9<sup>th</sup> May 2018 (Minute 18/49)