BROAD TOWN COFFEE MORNING GROUP

TERMS OF REFERENCE

The Broad Town Coffee Morning Group was set up in 2016 for the purpose of:

* Providing a regular daytime social meeting for all residents of Broad Town to get together for sociable conversation and with refreshments available for a small donation;
* Provide an opportunity for new residents to meet with new neighbours;
* Provide a venue for residents to meet with members of other groups and share information e.g. WI, Church, Parish Council, Parent/Child groups;
* Provide children’s activities during school holidays for children who must be accompanied by a parent/carer.

 The social meeting will be held twice a month on alternate Wednesday mornings from 10 a.m. to 12.00 noon at Broad Town Village Hall.

Four volunteers will meet separately on a regular basis to:

* Book the hall;
* Arrange a refreshment provision rota;
* Arrange opening/setting up/clearing up/closing rota;
* Advertise the meetings in the Broad Town News;
* Collect and distribute donations made by residents for the refreshments available.

Two volunteers will form a Committee as follows:

* Secretary/Treasurer
* Committee Member

It is the responsibility of the Committee to (a) arrange the volunteer meetings (b) book-keeping for donations made (c) seek grant funding to contribute to the cost of hiring Broad Town Village Hall and ensure any conditions are met (d) provide an update at The Annual Meeting Of The Parish of progress of the Group.

Donations for refreshments will be used to cover the cost of refreshments and supplementary items e.g. washing up liquid, items for children’s games. Any balance of donations after all costs have been covered will be given as a contribution towards local charities e.g. refurbishment of the church roof fund. On occasion the contribution will be towards a nationally arranged charitable event e.g. Macmillan Coffee morning. It will be made clear to all those attending the coffee morning of the destination of any balance of donations.

The Health and Safety Policy and Safeguarding Policy of Broad Town Village Hall have been adopted for use by this group. These documents are located in the information file in Broad Town Village hall kitchen.

Agreed by the Volunteer Group

Date: