

WEEDON VILLAGE HALL CHARITY

CHARITY NO. 304445

CONSTITUTION

This Document was unanimously approved by the
Weedon Village Hall Trustees on 10th June 2016, to be
used as a modern working document in conjunction with the
original Conveyance /Constitution, Dated 1st August 1962

Constitution

For the Management of Weedon Village Hall

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Clause 1 - Charity Name

The Charity name is Weedon Village Hall and is registered with the Charity Commission and has the Registered Number 304445

Clause 2 - The Foundation

The Foundation is the Charitable Trust set up to manage and maintain Weedon Village Hall, the current Trustees of which form the Weedon Village Hall Management Committee (here-in after called the Committee)

Clause 3 - Property and Land

The Village Hall and associated lands is documented in the conveyance dated 1st August 1962. In addition, leased land is shown as attached document Appendix A

Clause 4 - Use of the Village Hall

The Village Hall is available to rent at all times, to all persons regardless of race, nationality, ethnic or national origin, faith, disability or sex, but ultimately at the discretion of the Committee. Users of the Village Hall must comply with the rules and regulations of hire as stated on the hiring agreement, standard conditions of hire and the special conditions of hire as they apply.

Clause 5 - Management of the Village Hall

1 – Trustees

The Trustees are accepted and Officers elected each year at the first Committee meeting that immediately follows the Annual General Meeting held at a date agreed by the Committee.

The Trustees and Officers shall abide by the Licence of Use as issued by the relevant Licensing Authority and by all other relevant legislation including that issued at such times by the Health and Safety Executive.

Trusteeship is open to all Weedon residents over the age of 18 years. The Committee shall comprise of representatives of user associations or clubs together with other volunteer members of no less than eight persons. If this number cannot be achieved at the AGM, further EGM's will be held until a full membership of eight is achieved. Until such time, the Hall may function but no decisions may be voted upon. There will be no upper limit to the number of members of the Committee.

2 - Responsibilities

The Committee is responsible for managing the repair and maintenance of the Hall and compliance with any Building, Health and Safety or Fire Rules and Regulations that may come to apply.

3 – Insurance

The Committee are to insure the Hall against Fire, Burglary, Public Liability and other insurable risks.

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Clause 6 - Committee Rules and Regulations

1 - Annual General meeting -

The AGM shall be held annually on a date agreed by the Committee and prominent public notices shall be posted on the Hall and other village notice boards, giving at least seven days notice of said meeting.

At the AGM all Trustees and Officers stand down and Trustees for next year noted. Trustees may stay on the Committee for subsequent years.

Immediately following the AGM, the first meeting of the newly elected Committee will be held, at which the Trustees for the coming year will sign the declaration of acceptance and willingness to act in the trust of this constitution. Advice to Trustees regarding responsibilities will be provided by the Committee.

2 - Election of Officers-

During the first meeting of the new Committee, the election of Officers i.e. Chairperson, Vice Chair, Secretary and Treasurer takes place. In the event of more than one nomination for each position, a vote will take place amongst the attendees of the meeting. The position will be filled by the person with the most votes. To stand for election, a person must be nominated and seconded by two different Trustees. No person can hold more than one position at any one time.

3 – Officers' Duties.

Chairperson.

The Chairperson is responsible for chairing all Committee meetings.

Vice Chair

If a Vice Chair has been appointed they will chair the meeting in the absence of the Chairperson, otherwise those present will hold a vote to elect a chair to stand in for that meeting.

Secretary

The secretary is responsible for organising the meetings of the Committee and for collating, writing and distributing agenda's and any other necessary paperwork.

Treasurer

The Treasurer is responsible for reporting financial matters to the Committee meetings and is responsible for the prudent management of the Village Hall's finances.

4 – Meetings

To be held as required in the Village Hall with a minimum of five per annum. Visitors are welcome to attend and are invited to speak at meetings but will not be able to vote. All Trustees and any visitors must sign the minute book before the meeting starts. A special meeting can be called either by the Chairperson or any two Trustees giving seven days notice to the rest of the Committee and details of the reason for calling said meeting. If a Trustee fails to either attend or give apologies for absence to the Secretary on more than three consecutive meetings, they will be asked to leave the Committee and will lose their right to vote

5. – Minutes

All meetings are minuted by the Secretary who subsequently issues copies to all Trustees within two weeks of the meeting.

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6 – Voting

All Trustees have one vote and results are determined by simple majority. The Chairperson has a second vote in case of a drawn result. Absent Trustees who have sent apologies can, in writing, nominate another Trustee to vote for them

7 - Quorum

To form a quorum, half of all Trustees plus one must be present at all times during the meeting. If a quorum is not established, the meeting can continue but no decisions can be taken in the absence of votes.

8 - Personal Interest

No Trustee shall benefit in money or kind or from the supply of goods or services to the Village Hall. No Trustee may acquire or hold any interest in the Hall without prior written approval of the Charity Commissioners

9 - Resignation

If a Trustee wishes to resign from the Committee they can do so in writing to the Secretary at any time

Clause 7 - Staff

1 – Management

The Management Committee will operate an equal opportunities policy. All issues relating to employment of staff are the responsibility of the Committee

2 – Caretaker

Should a caretaker be employed, they will be responsible for maintaining the Hall in a fit state to rent and reporting any defects to the Committee as and when necessary. Terms and conditions of employment including remuneration will be by mutual agreement and confirmed in the form of a contract.

3 - Booking Clerk

The booking clerk is employed by the Committee and paid monthly. The booking clerk is responsible for managing the procedures for renting the Hall and collecting fees from hirers. The booking clerk is responsible for reporting any issues concerning the hiring of the Hall to the Committee as and when necessary as well as maintaining the user comments book(s).

Clause 8 - Finance

1 - Accounts

The Trustees must comply with the accounting requirements of the Charities Act 2011 and any subsequent revisions or relevant statutory requirements relevant to the income/expenditure levels of the charity.

2 - Bank Accounts

The Trustees shall set up and manage bank accounts as necessary and make adequate provision for the control of such accounts. Three signatories shall be nominated and any two must sign all cheques issued. All outgoings for preceding periods are to be notified at each meeting held.

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3 - Income

The Committee will take all reasonable and practicable measures to ensure that letting income is sufficient to maintain the upkeep of the Hall.

4 – Surplus

After payment of all expenses, any surplus income can only be used to maintain and/or improve the upkeep of the Hall

5 - Fundraising

The Committee may utilise any additional donations or endowments for the general purpose of the Foundation. These and any fund-raising monies must be separately accounted

6 – Village Show

The trustees are responsible for all financial aspects and management of the funds of the annual Village Show and agreeing distribution of any surplus to worthwhile causes in the village.

Clause 9 – Power of Amendment

The Trustees may amend the provisions of this deed provided that -

No amendment may be made to Clause 2

No amendment may be made to Clause 6 section 8

No amendment may be made to Clause 8 section 4

No amendment may be made which would have the effect of making the charity cease to be a charity at law

The Trustees must -

Promptly send to the Charity Commissioners a copy of any amendment made for approval and to be "sealed".

Keep a copy of any such amendment with this constitution and together with the original conveyance

Clause 10 - Power of Dissolution

If the Trustees decide it is necessary or advisable to dissolve the charity, they shall realise any assets held by or on behalf of the charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred by the charity Trustees to such other charitable institution or institutions having objectives similar to the objectives of the charity as the charity Trustees may decide, or, failing that, shall be applied by the charity Trustees for some other charitable purpose