

DISEWORTH VILLAGE HALL CONSTITUTION (2016)

1. Registered Charity

The Hall and Premises and Grounds are registered as a Charitable Trust. The registered Charitable Trust number is 521409.

2. Trustees

The Hall and Premises and Grounds are vested in the Official Trustee of Charity Lands being the Trustee. The Administration Trustees are the Committee for the time being appointed.

3. Management and Control

An annual General Meeting is to be convened by the Committee as close as possible to the month of April every Year. Notice of proceedings must be posted in at least two conspicuous places in the Village.

4. The Committee shall consist of:-

a) Elected Members

At least six but not more than twelve members elected at the Annual General Meeting drawn from the Ward of Diseworth within the Parish of Long Whatton and Diseworth.

b) Representative Members

One representative may be appointed by any local not-for-profit Organisations in existence within the bounds of the Ward of Diseworth within the Parish of Long Whatton and Diseworth at the time of the Annual General Meeting. Priority of membership shall go to those who use the Hall or its Grounds or Premises on a regular basis. Each representative can nominate one deputy who can attend meetings in their absence.

c) Co-opted Members

Not more than five co-opted members may be appointed at the discretion of the Committee at any time during the year.

An Extraordinary General Meeting can be called at any time by three members of the Committee or any group of ten or more residents of the Ward of Diseworth within the Parish of Long Whatton and Diseworth.

Committee Members should endeavour to attend Committee meetings. Failure to attend three consecutive meetings will cause their membership to be reviewed by the rest of the Committee.

5. The Committee

All members of the Committee shall retire annually on the date of the Annual General Meeting. New members shall be elected at the Annual General Meeting from those present, either in person or by proxy at the meeting. Anyone nominated for election must be proposed and seconded. Retiring members may be re-elected.

Casual vacancies caused by the departure of a Representative Member may be filled by the Organisation which that Member represented.

6. Responsibilities of the Committee

The Committee shall be responsible for the ensuring upkeep and maintenance and general running of the Hall and Premises and Grounds. This includes all health and safety and legal aspects.

The Committee will be responsible for the ongoing development of the Hall and Premises and Grounds in the interests of the Diseworth Ward of the Parish of Long Whatton and Diseworth.

7. Uses of the Hall

The Hall and Premises are to be used for the recreation and entertainment or otherwise for the benefit of all residents of the Diseworth Ward.

8. Proceedings of the Committee

The Committee may from time to time make and alter rules for the conduct of its business and the use of the Hall and Premises.

The Rules may be altered and additional rules added at any time with the consent of a two-thirds majority of the Committee present provided that the terms of the Constitution and any Statutory Provisions are observed.

DISEWORTH VILLAGE HALL RULES (2016)

1 Annual General Meeting

The Committee will convene an Annual General Meeting (AGM) in or as close as possible to the month of April each year. At least one week's notice of the meeting will be given. This notice shall be conspicuously displayed within the Hall and in at least one other place within the village. Any resident of the Diseworth Ward of the Parish of Long Whatton and Diseworth may attend the meeting and vote.

2 Objectives of the AGM

The objectives of the Annual General Meeting are:-

- a) to receive the Report and Accounts of the Committee.
- b) to receive the resignation of the Members of the Committee.
- c) to elect new Members under clause 4a of the Constitution.
- d) to receive appointments of Representative Members from Organisations under Clause 4b of the Constitution.

3 The Committee

The Officers shall be appointed at the first meeting after the Annual General Meeting (AGM) and at other times should a vacancy arise. These shall include a Chairman, Secretary, Treasurer and Booking Secretary, each of whom shall be over eighteen years of age. Additional appointments such as Vice Chairman may be made at the discretion of the Committee.

All members of the Committee will be expected to participate in the normal upkeep and running of the Village Hall.

The Committee shall have the power to appoint sub-Committees whose members need not be part of the Village Hall Committee.

4 Meetings

The Committee will meet at least on a quarterly basis. The dates of the meetings for the year will be published after the first meeting following the AGM. The Committee shall meet additionally from time to time as may be required by the Chairman and two other Committee members. At least three days' notice of any additional meetings shall be given to Committee Members, preferably in writing.

In order to conduct the business of the Hall and Premises and Grounds, decisions shall be made by majority vote. The quorum necessary to conduct business shall be no less than fifty percent of the Committee Membership. The Chair or presiding member shall have the casting vote.

Any member of the Ward of Diseworth within the Parish of Long Whatton and Diseworth may attend meetings as observers and may speak at the invitation of the Chair.

5 Payments

All monies received, with the exception of a cash float not to exceed £100, shall be paid into a bank, building society or other account or accounts. The choice of banking arrangements shall be at the discretion of the Treasurer with the approval of the Committee. Approval of the Committee must be sought prior to a change in any existing banking arrangement.

6 Mortgage, Lease or Sale

It is permissible for the Committee to mortgage, lease or sell the Trust Premises subject to certain statutory safeguards. For example, before mortgage, lease or sale, a General Meeting of the residents of the Ward of Diseworth within the Parish of Long Whatton and Diseworth must be held and the consent of the Charity Commissioners obtained. At least one month's notice of any such public meeting must be given. This notice should be conspicuously displayed at the Hall and at least one other place within the village.

7 Hire of the Hall

Applications for hire of the Hall and/or Grounds shall be made through the Bookings Secretary. The Committee has the right to refuse any application for hire or to refuse admission to any group or individual. The Committee will normally give a reason for refusal but it is not mandatory.

Charges for hiring the Hall and/or its Premises or Grounds shall be paid to the Bookings Secretary.

Booking Regulations shall be reviewed from time to time by the Committee and displayed in a prominent position within the Hall.

The person to whom the Hall and/or Grounds are let shall be responsible for their proper and orderly use. The hirer is required to leave the Hall, its Premises and Grounds clean and tidy and shall be accountable for any loss or damage arising to the Hall, Premises, Grounds or content thereof in accordance with the booking regulations.

8 Nuisance

No person in or about the Hall or Premises or Grounds shall act in a way that might cause a nuisance to other hirers or neighbouring persons or property.

No motor vehicles of any description are permitted on the Premises or Grounds except in connection with proper hire or use of the Hall, its Premises or Grounds. All motor vehicles must be parked on the car park unless otherwise specifically permitted by the Committee.

No wheeled vehicles including roller skates, skateboards or similar, with the exception of wheelchairs, shall be taken into the Hall or Premises without the prior consent of the Bookings Secretary.

9 Exceptional Circumstances

In exceptional circumstances requiring immediate action, any Officer is empowered to make decisions without prior reference to the Committee. These decisions should be presented to the Committee for ratification at the earliest opportunity.

10 Purchasing

As the Village Hall Funds are 'public funds' it is important that all purchases are seen to be best value for money (not necessarily lowest price).

- a) Any purchase over £100.00 must be authorised by the Committee prior to an order being placed.
- b) A minimum of three quotations must be obtained for any spend over £500.00.

Both these conditions can be waived in exceptional circumstances (urgent repair work that cannot be delayed) with the agreement (as a minimum) of the Treasurer and Chair or Vice-Chair.

Members of the Committee are not excluded from tendering for work but must 'declare an interest' and take no part in that portion of the meeting or decision making process (*leave the room*). This ensures that (a) local people who have suitable skills are not prevented from offering their services and (b) there can be no bias or influence on any resulting vote.

11 Fundraising Events

There are two event types used to raise funds for the Village Hall: -

1. **"BY THE VILLAGE HALL"** (*i.e. by The Committee*), where the Committee should: -

- a) Plan and review a list of proposed activities or events and set dates appropriately. Dates to be reserved with the Bookings Secretary.
- b) Approve those events that are to be run **by** the Village Hall, set financial or other limits and appoint an Event Manager.
- c) Provide assistance if required and where possible.
- d) Allow the event manager to be responsible for Publicity, Interim Finance, Deposits, Licences and Cash-Flow requirements (with assistance from the Treasurer where necessary).
- e) Review success/failure/lessons learned after the event.

Notes for the Event Manager: -

- f) Charity Commission rules must apply (proper financial records, etc.).
- g) The Village Hall does not pay Committee Members for their efforts, either in cash or kind.
- h) Any event needs to uphold the general legal guidelines (open to all, non-discriminatory, etc.).

2. **"FOR THE VILLAGE HALL"** (*i.e. by an individual or group who choose to donate the proceeds to the Village Hall*), where the Committee should: -

- i) Approve events run **for** the Village Hall by other individuals or organisations. These are where the event is self-contained and self-funded. i.e. where the individual or group organise the event, manage the costs and the revenue and fulfil all of the requirements (insurance, licence, interim funding and cash-flow requirements). This type of event should state – **"proceeds go to Charity"** or **"proceeds to the Village Hall"**, which removes the Village Hall from any repercussions from any decisions taken.

Notes for the Event Organiser: -

- j) Members of the Committee are permitted to run this type of event representing another group or as an individual or, at the discretion of the event organiser, assist where required.