



Hinderclay Village Hall Constitution

Introduction

- a) Hinderclay Village Hall (“HVH”) is a Registered Charity (Number 304900), run and maintained by a Committee of Management (Trustees), for the benefit of the residents of the village of Hinderclay, the parish and its environs. Its status arises from, and is defined in, a Conveyance and Trust Deed dated 11th January 1950, as amended on 13th April 2016.
- b) The Charity is considered both the activities of, within, and on behalf of Hinderclay Village Hall and the physical property as defined in the Trust Deed dated 11th January 1950, as amended on 13th April 2016.
- c) The Trust Deed sets down the administration and management provisions for the Charity, which are summarised below in the remaining paragraphs of this document.

Objectives

- a) The aim of the Trustees is to provide adequate facilities within the Village Hall and Playing Field for the benefit of the community residing in Hinderclay and the local area.
- b) With the prior approval of the Trustee Committee, raise funds for the furtherance of above by obtaining, collection and receiving money or funds by way of hirer’s fees, contributions, donations, grants and any other lawful method.
- c) The property and funds of Hinderclay Village Hall Trustee Committee shall always be used and applied for such purposes only as are charitable in accordance with current legislation and laws.

Appointment of trustees

- a) Open to all residents (18 years of age and older) of Hinderclay parish and regular hirers of facilities.
- b) The Trustees will consist of no more than one representative from any organisation due to conflicts of interest at voting time.
- c) The Trustees are to approve or reject applications for membership. They can terminate the membership of any Trustee provided that the Trustee shall have the right to be heard. A majority vote of the Trustee Committee will be needed before a final decision is made.

Management

- a) The committee shall consist of a Chair, Vice Chair, Secretary and Treasurer and four other permanent Trustees.
- b) Chair, Vice Chair, Secretary and Treasurer will be elected annually at the Annual General Meeting. The Trustees will manage the running of the Village Hall and its amenities.
- c) The Trustees shall have the power to fill up by Co-option any vacancy which may occur during the year. This can only be done within an official meeting with a majority vote.

- d) The trustees will have the power to co-opt in an advisory capacity, any person they think necessary. These positions are time limited and will be reviewed at the soonest opportunity or at the AGM.
- e) The Trustees shall meet at least 10 times a year. On the second Wednesday of each month, unless otherwise agreed at a prior meeting. At least four Trustees must be present at the meeting to be able to make decisions.
- f) The Chair or a requisition signed by at least 1/3 of the Trustees, may call a meeting at any time subject to all Trustees being informed about the meeting via the Secretary giving them seven days' notice.
- g) A documented record of all Banking transactions by the Treasurer and minutes of meetings by the Secretary will be distributed to all Trustees. This will be prior to the next meeting so minutes can be approved. The Chair will sign the minutes of the previous meeting as conclusive evidence of the correctness of entry.
- h) All paperwork, keys and equipment pertaining to the Village Hall are to be handed to the Chair / Vice Chair when a Trustee leaves the committee.

Annual General Meeting

An Annual General Meeting will be held once a year giving 21 days' notice (via Notice Board, Village Newsletter and Facebook page.)

The purpose of the Annual General Meeting:

- Election of Chair, Vice-Chair, Treasurer and Secretary.
- Presentation of year end accounts (which will be audited within six months of the year end).
- Review Village Hall Hire Fees.
- Signing of Trustees Declaration.
- Elect Auditor.
- Accept Village Hall Constitution .

Votes

Every proposal at any meeting must be decided by a majority vote if no majority then Chair has the casting vote.

Alteration of Constitution

Proposals to any amendment in the Constitution must be given in writing to the Secretary at least 28 days before the Annual General Meeting and approval by a 2/3 majority of Trustees present.

Accounts

- a) All funds including donations, contributions and bequests shall be recorded.
- b) A bank account shall be set up in the name of Hinderclay Village Hall and managed by the Treasurer.
- c) The accounts shall be audited by an approved Auditor. (The Auditor will be elected at the Annual General Meeting each year).
- d) When the Treasurer or signatory resigns as a Trustee, to keep online and telephone banking secure, personalised Village Hall bank cards must be cut in two and returned to either the Treasurer or Secretary and recorded in the minutes of the next meeting. In the case of the Treasure all banking information is to be returned to the Chairman.
- e) The Treasurer or Chairman will ensure that resigned signatories are removed from the Bank Account and that there is a minimum of three signatories for the account.

Policies

- a) The Trustees will adhere to the policies written and agreed previously by Trustees.
 - Financial and Procurement Policy
 - Complaints Procedure
 - Health and Safety Risk Assessments,
 - Equality and Diversity Statement.
 - Bullying and Harassment Policy
 - General Data Protection Regulations (GDPR)
 - Serious Incident Policy
 - Safeguarding Policy
 - Request for Freedom of Information Policy (RFol)
 - Information Asset Register.
 - Fire Safety Policy & Fire Risk Assessment
- b) All policies are to be reviewed annually by the Trustees as per the review calendar.

Dissolution

- a) The group may be dissolved by a resolution passed by 2/3 majority of those present.
- b) If upon the winding up or dissolution of the Committee there remains, after satisfaction of all of its debts and liabilities, any property or assets whatsoever, the same shall be given or transferred to a charitable institution or institutions having similar objectives as the Committee and if so far as effect cannot be given to such provision then to some other charitable object.
- c) The group will be dissolved in accordance with the Gov.UK Charity Commission guidance.