

Long Marston Village Hall Constitution – Serving The Community

Welford Road, Long Marston CV37 8RG

Charity No 522962

This Constitution encompasses the Trust Deed date the 21st of August 1929

TRUSTEES

The Trustees currently are Robert Bluck, Tim Farrell and Nina Drummings as shown in the Deed of Resignation and Confirmation dated 2018, the Deed has been deposited in The Poppin safe for safekeeping along with a copy of the Land Registry certificate, original Trust Deed and Conveyance.

The committee shall be able to appoint new trustees as required and such appointment should be entered into the minutes and signed by the Chairperson, there shall at no time be more than 4 trustees and no less than 2 trustees. Following any resignation and or appointment Solicitors will be instructed to prepare a suitable deed to be signed by all the Trustees and the Land Registry Title No WK498980 and such costs will be met from Village Hall funds.

The Trustees shall have a responsibility to ensure that the Village Hall is maintained in good order but be indemnified by the Village Hall Committee against all financial liability in doing so.

The Trustees at the request of the Village Hall Committee will mortgage the property owned by the Trust in order to maintain or improve the Hall, whilst being indemnified by the Village Hall Committee against any claim to re pay the loan or interest due on that loan.

In event of the Village Hall Committee deciding that the Village Hall should be sold due to the expense of keeping it, unsuitability or otherwise then they shall call a meeting of the inhabitants of the Village of Long Marston and members of the Long Marston Women's Institute giving not less than 14 days' notice stating the resolution, which will also be displayed on the Village notice board outside the Village Hall. The resolution will require a majority of those present and voting (all those over the age of 18 and living in the Village). Should the resolution be carried then the Trustees subject, to any required consent from The Charities Commission, the Hall will be sold following professional advice as to the value and the best way to achieve the sale. Once sold the monies will be distributed as required in the original Trust Deed being half of the nett proceeds to Long Marston Women's Institute (if still in existence at the time) and the half to be used by the Village for the purchase or erection of other approved premises or used for improvement of any premises used or to be used for the purposes of the Trust or for such charitable purposes or other opinions that the Village Hall Committee see fit.

Village Hall Committee

The Village Hall Committee shall be vested with the general control and management of the premises.

There will be an Annual meeting held each year in February for which a notice of the AGM will be posted on the Village notice board outside the Village Hall at least 7 days before the date of the meeting and also placed in the pre-ceding Marston Sicca Newsletter where possible. Only inhabitants of Long Marston Village over the age of 18 will be able to attend and vote.

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At this AGM

1. The accounts for the prior 12-month period ending 31st December will be presented.
2. The Committee for the ensuing year shall be nominated or elected as the case may be, the Committee shall consist of up to four members nominated by the Long Marston Women's Institute where they so wish and up to four members elected by the those attending the AGM and qualifying for a vote.
3. The Committee shall have the power to increase or decrease the above numbers on the committee following the passing of a resolution by a majority vote
4. The Committee shall have the power to fill any casual vacancies arising from death, resignation or removal of members of the committee and these co-opted members should serve until the next AGM
5. The Committee will keep minutes of the AGM and they will be signed by the then Chairperson
6. An Honorary Auditor for the Accounts will be nominated for the ensuing year.

The Committee

Following the AGM, the Committee will at their first meeting appoint a Chairperson, Treasurer, Secretary and Booking Clerk all from within the elected committee.

Committee meetings will be held at least 4 times a year, frequency will be agreed by the committee dependent on the business to discuss

The Chairperson will be responsible for taking meetings and ensuring that they are correctly conducted in line with this constitution and will sign minutes of the previous meeting once they have been confirmed by the committee to truly representative of the business conducted.

The Secretary will be responsible for sending out an appropriate Agenda at least 48hours prior to any meeting (This can be delegated if agreed to another member of the committee) and to record the business conducted at the meeting. The minutes will be sent out by Email where possible and should be done within 14 days of a meeting to give members time to complete any agreed actions prior to the next meeting

The Treasurer will be responsible for keeping accounts of all income and expenditure of the Village Hall and in liaising with the Honorary Auditor at the end of each year to draw up accounts ready for the AGM, where these are not audited in time for the AGM then provisional accounts should be available at the AGM and Audited accounts posted on the Village Notice board outside the Village Hall when available but no later than the 28th February of any year. A current Account and an Investment Account should be maintained at a Bank. Approval to move accounts must be obtained by a vote from the committee at a meeting and all monies received must be paid into the current account. Two signatures are required on any cheques, these should be any two of the following: Treasurer, Chairman and any other committee member approved by the committee.

The Booking Clerk will be responsible for keeping the diary of all booking for the Village Hall, agreeing all lettings and use, arranging keys for access by hirers and agreeing loan of equipment and ensuring it is entered into the Loan Book. The booking Clerk will also be responsible for invoicing all

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Hirers and collecting the fees due, recording them to provide monthly reports of usage and passing monies to the Treasurer for banking. This position should be paid a fee which shall be approved by the Committee.

The Committee shall reserve the right to refuse any application for the hire of the hall, without assigning any reason, if either the Chairperson or Booking Clerk do refuse any Hirer then they will report this at the next meeting.

Conditions of Hire

The conditions of Hire are set out in the standard conditions of Hire as annexed to the Hiring Agreement and published on the Long Marston Village web site.

Other members of the Committee may be asked to take a responsibility but these will not be nominated officer positions. They may include heading or serving on sub-committees to include The Fete, Cinema Nights, Fund Raising, Maintenance, Bingo or Parish Council Liaison officer.

Committee Voting

Where resolutions are put forward together with subsequent amendments then voting will take place and the result recorded in the minutes. Where an amendment is proposed to a resolution then the amendment will be voted on first, each member of the committee including the chairperson has one vote each and in the event of a tie then the Chairperson may if they wish use their casting vote. Only the number voting for or against or abstaining will be recorded in the minutes.

Insurance

The Committee will be responsible for ensuring that suitable insurance is held to cover the Hall and events.

Sub Committees

The Committee may appoint such sub-committees as it may consider necessary (e.g. sports, entertainment, fund raising, fabric, finance) and have the power to co-opt persons who are not members of the Committee providing that the number of members of the Committee on such sub-committee shall exceed the number co-opted members thereon and provided that the proceedings are reported back to the committee at the next meeting. Sub-committees may carry out functions of the Management Committee, but they do not have the power to authorise expenditure and should be given clear terms of reference.

Village Fete Sub Committee

The Village Hall Committee will decide annually if they wish to hold a Summer Fete and if required take a vote, if it is decided not to run a fete then the decision should be made know to the Villagers so that any other Parties can decide if they wish to organise such an event, if so it will not be deemed to be run by the Village Hall Committee and so not covered under the umbrella of the Village Hall insurance and the assets belonging to the Village Hall such as tables, bunting, games, marquees and other equipment may not be available to the alternative organisers. Any request for

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loan of equipment would have to have the approval of the Committee taken at a meeting and if required voted upon.

Where the Village Hall Committee decide to run a fete then they will hold an open meeting in the Village Hall that will be advertised on the Village Notice board outside the Village Hall not less than 7 days prior to meeting inviting all interested parties to attend. At the meeting a committee will be formed comprising of not less than 3 members of the Village Hall Committee and anyone attending the meeting who wishes to serve on the Fete Committee, other present will be asked for their general support of the event and in particular to help with setting up, manning the event and clearing up after the event.

Fete Chairperson

They will be nominated from the Fete Sub Committee and elected by them, they will be responsible for then leading the Fete and arranging separate Fete Committee meetings, these should have an appropriate Agenda and minutes taken. Representative of the Village Hall Committee will if required need to refer any queries regarding insurance back to the Village Hall Committee to ensure that the event is properly covered and the Village Hall appropriately indemnified. The Chairperson of the Village Hall as legal promotor of the Grand Raffle will retain final responsibility for this and work with the Fete Chairperson in obtaining prizes and having tickets printed, the Village Hall Treasurer will be responsible for obtaining the lottery licence and in making the return to Stratford District Council.

Fete Treasurer should be nominated from the Fete Committee, their role would be to work with the Village Hall Treasurer by retaining records of costs, deciding required floats for the day and requesting from the Village Hall Treasurer, collecting funds at the end of the Fete and counting the proceeds of each stall and recording this so as to provide a report to the Fete Committee. The money would be banked at Long Marston Post Office in the Village Hall Account at the earliest opportunity whilst ensuring it is securely held in the meantime, preferably in a safe. The Village Hall Treasurer should be provided with an analysis of monies banked, as a large amount of cash is involved and to protect the integrity of those involved at least two persons should be present during the counting process.

The Village Hall Committee will provide funds and underwrite the costs of marketing material, prizes, advertising and attractions, using the funds set aside from previous fetes, anything over this amount would require a request from the Fete Chairman to the Village Hall Committee which would need to be discussed and voted on at a formal Village Hall Committee meeting.

Following the Fete, a final meeting should be held of the Fete Committee to which all the Village are invited and accounts should be presented, detailing how much each stall raised and any expenditure

Distribution of Fete funds

The Fete has for many years been held in conjunction with St James The Great Church, Long Marston with the supporters of the Church both serving on the Fete Committee and assisting on the day. Whilst the event is formally organised by the Village Hall it has been agreed that the net proceeds should be split with church on a 50/50 basis, after allowing a small amount to be retained to support the following years fete, (the amount to be decided formerly by the Village Hall Committee following discussion with the retiring Fete Chairperson) any changes in this arrangement would need

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a formal proposal to be discussed and voted on by the Village Hall Committee and must be passed prior to any arrangement being made for the ensuing years Fete to ensure that it is transparent to the Village at large where the proceeds will be going.

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