

# **HADLOW DOWN VILLAGE HALL**

## **CONSTITUTION**

### **MISSION STATEMENT**

This Village Hall is held in Trust for the use of the inhabitants of the Village of Hadlow Down. Its use is for meetings, education, and recreation and leisure occupations with the object of improving the conditions of life in the above area of benefit.

### **CONSTITUTION**

The Hall was built upon gifted freehold land and is held under a Trust Deed (Indenture) dated 6<sup>th</sup> April 1903 “for a public building with the purpose of a village hall for the use of the inhabitants of The Village of Hadlow Down.” And is managed by a Charity “Hadlow Down Village Hall” Registered 23<sup>rd</sup> February 1965. Charity number 305236

The Holding Trustees/Custodians are the Hadlow Down Parish Council.

The Charity is managed on a day-to-day basis by elected Managing Trustees (who are in law the charity trustees) These Trustees consist of a minimum of three and a maximum of five and are elected at the Annual General Meeting. Each person willing to stand for election as a Managing Trustee is encouraged to submit his or her intention to do so prior to the Annual General Meeting.

Representative members from user groups of the Hall may be appointed annually and will be invited to attend a minimum of two Management Committee Meetings per annum, (or may ask to attend if they have a particular matter to raise from time to time) these Representative members do not have voting rights.

Managing Trustees may also co-opt members to undertake specific tasks. Co-opted members do not have voting rights.

The Annual General Meeting will be held in February of each year. The due notice will be circulated for attendance.

All the inhabitants of Hadlow Down Village of 18 years and upward are entitled to attend and vote at the Annual General Meeting.

The Managing Trustees are empowered to make rules and regulations, so long as these do not conflict with the original Trust Deed.

The original Trust Deed is deposited with the Charity Commission.

The Hall is licensed for public entertainment. Licence No. SGC/044977

---


## **MANAGEMENT COMMITTEE PROCEDURE**

1. The Annual General Meeting, the following business will be transacted:
  - To receive a report from the Chairman of the Managing Trustees on the main activities of the Charity during the previous year.
  - To receive and approve the accounts for the past year.
  - To appoint an independent Examiner of Accounts for the following year.
  - To elect Managing Trustees and from within this group appoint the following officers for the forthcoming year.
    - Chair
    - Secretary
2. The Managing Trustees shall meet regularly as may be required, but not less than quarterly. A special meeting may be summoned by the Secretary at the request of the Chair or any two Managing Trustees. At least seven clear days' notice of meetings shall be given to the Managing Trustees by written notices. Notices of special meetings must include the matters to be discussed.
3. At meetings of the Management Committee, the Chair, or if not present another Managing Trustee elected for the purpose, shall take the chair.
4. The Managing Trustees may decide the quorum necessary to transact business which, however, may never be less than one-third of the total committee or two members whichever is the greater.
5. At Management Committee meetings, decisions must be made by a majority of the Managing Trustees present and voting on the proposal. (Not all issues will be voted on). The Chair shall have a casting vote whether or not he or she has voted previously on the same proposal, but no Managing Trustee in any other circumstances shall have more than one vote.
6. The Managing Trustees may decide the terms and conditions upon which the Village Hall may be used in accordance with the provisions of this Constitution and the sum (if any) to be paid for such use.

7. The Managing Trustees may appoint sub-committees as they may consider necessary (e.g., sports, entertainment, finance, fabric) and empower any such sub-committees to co-opt persons who are not members of the Management Committee. The proceedings of such sub-committees shall be reported back to the Managing Trustees at their next meeting. Sub-committees may carry out functions delegated by the Managing Trustees, but they do not have the power to authorise expenditure and must be given clear terms of reference.
  
8. Bank Account
  - a) All monies received are to be paid into the Village Hall account.
  
  - b) Payment by BACS to be approved by the Treasurer and by one of two Managing Trustees
  
9. Rules [1-9] may be altered and additional rules may be added with the consent of a two thirds majority of the Managing Trustees provided the terms of the Trust Deed and of any statutory provisions are observed.
  
10. Any Managing Trustee (or any firm or company of which a Managing Trustee is a shareholder, director or employee) may (i) enter into a contract with the Village Hall to supply goods or services in return for a payment or other material benefit or (ii) enter into a contract with a third party which agrees to supply goods or services to the Charity in return for a payment or other material benefit from such third party, but only if
  - a) The goods or services are required by the Village Hall
  
  - b) The nature and level of the payment or other material benefit is no more than is reasonable in relation to the value of the goods or services
  
  - c) No more than one half of the Managing Trustees are subject to such a contract in any financial year, and
  
  - d) The Management Committee has approved both the contract and the interest of the Trustee of the Committee therein.
  
  - e) All goods or services likely to cost more than £500 must be based on a minimum of two quotations.
  
11. Whenever a Managing Trustee has a personal interest in a matter to be discussed at a Management Committee Meeting the Managing Trustee must:
  - a) Declare an interest at or before discussion begins on the matter

- b) Withdraw from the meeting for that item unless expressly invited to remain in order to provide information
  - c) Not be counted in the quorum for that part of the meeting
  - d) Withdraw during the vote and have no vote on the matter.
12. A Managing Trustee shall cease to hold office if he/ she:
- a) Is absent without the permission of the Managing Trustees from all their meetings held within a period of six months and the Managing Trustees Resolve that his or her office be vacated; or
  - b) Notifies to the Managing Trustees a wish to resign.
13. If a Managing Trustees steps down the Secretary must note this in the minutes of the next meeting, anyone wishing to be appointed as a new Trustee must apply to the remaining Managing Trustees for consideration, their appointment can be made with agreement from two Managing Trustees

None of the powers or discretions conferred by this deed or by law on the existing Managing Trustees shall be exercisable by the remaining Trustees except the power to appoint new Managing Trustees.

Signed .....  .....

Position ..... Chairman .....

Adopted on ..... 21/3/22 ..... Date