

Village Hall Management Committee Constitution 14th February 2020

Definitions

Governing Document:

The document dated 7th march 2007 issued by the Charity Commission that specifies how the Dyffryn Ardudwy and Talybont Village Hall scheme shall be governed.

Village Hall Management Committee (Committee)

The group shall be made up of Trustees, Voted Officers and Ordinary Members.

Trustee:

A person listed on the Charity Commission website.

Voted Officer:

A person of the Hall Management Committee elected as Chairperson, Vice Chairperson, Secretary or Treasurer.

Ordinary Member: Any person in the community who wishes to contribute and play an active role.

Objectives

This constitution details the powers delegated by the Trustees to the Committee. It does not relieve the Trustees of their responsibility as defined in the Governing Document. It cannot conflict with the objectives of the Governing Document.

This Management Committee should not be confused with the Trustees' Meetings and the Trustees' AGM that are defined separately in the Governing Document.

Delegated Powers

To administer:

The routine maintenance of the building and the surrounding land but excluding major renovations.

Fund raising events.

Overseeing the use and hire of the Hall.

Record keeping and reporting.

Ensuring that appropriate insurance exists for the building, assets, contractors, volunteers and third parties.

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Makeup of Committee

The Committee shall consist of (a) at least 2 Trustee and (b) at minimum of four Voted Officer/Ordinary Members.

Voting

Every matter must be agreed by a majority decision. The Chairperson will have a casting vote. Any Trustee will have the right to delay any decision until it is presented for consideration to the next meeting of the Trustees. This will preserve the responsibility of the Trustees as defined in the Governing Document.

Officers

At their first meeting each year, after the AGM, the members must elect a Chairperson, a vice-Chairperson, a Secretary and a Treasurer in that order.

Ordinary Meetings

The committee must hold at least 6 ordinary meeting in each year that require at least 5 days notice. The Chairperson, or any two members, may call an ordinary meeting at any time. At the present moment, Facebook Messenger and/or email seems a convenient method of notifying members of the meeting.

Quorum

Any meeting requires 1 Trustees and 3 Voted Officers/Ordinary members.

Annual General Meeting

An AGM shall be held during May of every year or as soon as possible after this date. Notice of the AGM must be posted on the public notice board and in the Hall at least 7 days before the meeting.

All inhabitants of the area of benefit of 18 years and upward must be allowed to attend and vote at the meeting. Question from residents must be presented first in writing to the Secretary.

The Chairperson of the Committee will chair the AGM.

At the meeting the Committee will report on the activities and finances for the preceding year and respond to written questions.

Reporting and publication of minutes and financial statements

Minutes of all meetings will be recorded by the Secretary. Financial statements will be presented by the Treasurer at all meetings. The annual financial statement will be passed to the Chairperson of the Trustees for inclusion into the Annual Report to the Charity Commission.

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Control of Expenditure

The Committee may spend monies on goods and services up to a value of £200 with the approval of two signatories. For sums up to £600, quotes should be sought and approved at ordinary meetings. For sums greater than £600, tenders should be sought and presented to the Trustees for approval.

Signing of Cheques

The Committee will ensure that the Bank has 3 signatories, 2 of whom may sign cheques.

Complaints.


Any person who has a complaint should be encouraged to make a written statement to the Chairperson of the Hall Committee or to the Chairperson of the Trustees.

Modification to Constitution

The Committee may modify this Constitution at any time with the approval of the Trustees.

Approval


This constitution has been viewed and agreed by the Trustees at the Ordinary Meeting of the Trustees held on 21ST JULY 2020

Signed  (Chairperson of the Trustees)

Date 2ND OCTOBER 2020



SCRAMBERS
(SECRETARY)



amendments are shown in Blue

