

# BENEFIELD VILLAGE HALL

## CONSTITUTION

Benefield Village Hall belongs to the Village, the Parish Council being the Custodian Trustees. The Benefield Village Hall Committee is a group of volunteers from the village that is responsible for the day-to-day management of the Village Hall.

### **NAME OF THE GROUP:**

Benefield Village Hall Committee (hereafter referred to as 'The Committee').

### **OBJECTIVES:**

Benefield Village Hall shall be held in trust for the inhabitants of Benefield and the neighbourhood without distinction of sex, race or political, religious or other opinions and in particular for meetings, lectures, classes and other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

The aims of the Committee are:

- ◆ To ensure that the Village Hall is well maintained and is available as a community resource for members of the village.
- ◆ To ensure that the Hall is self-financing.
- ◆ To organise events for the Village to raise funds for maintenance and upkeep of the Hall.
- ◆ To provide a focal point for Village members to meet and socialise.

### **POWERS:**

The main task of the Committee is to raise funds to ensure the successful continuation of the Village Hall. This is achieved through the organisation of social events for the village, such as concerts; quiz nights, dinners etc, as well as income from private hirings. The Committee determines hire rates and they may determine when the Village Hall may be used free of charge and whether to charge incidental expenses necessary to the maintenance and use of the Hall.

Monies raised are then allocated by the Committee following consultation with and consensus of the members. This would include overheads such as insurance, fire certificates and public liability as well as maintenance and improvements of the building and its surrounds. This expenditure must be deemed to benefit directly the users of the Hall and encourage its further use.

The Committee may with the consent of the Parish Council, by mortgage or otherwise, obtain advances on the security of the Village Hall or any part thereof as may be required for maintaining, extending or improving the Hall or erecting a building or extension on the property while continuing to repay in whole or in part any existing mortgage or charge on the property.

Every matter is determined by the majority of members present and voting on the question. In the case of equality of votes the Chairman of the meeting shall have a second or casting vote.

The Committee shall hold at least two ordinary meetings in each year and may hold any other ordinary meetings that may be required. The Chairman or any two members may summon a special meeting at any time, as long as adequate notice is given to all other members.

There shall be an Annual General Meeting, which will be held in April each year, or as close to that date as is

practicable. This meeting must be well advertised and held in an accessible location. All members of the village over the age of eighteen are entitled to attend and vote at the A.G.M. The Committee shall present to each A.G.M. the reports and accounts of the Village Hall activities for the preceding year.

## **THE COMMITTEE:**

Benefield Village Hall Committee is a management committee and the members are trustees of the Village Hall as defined by section 97 of the Charities Act 1993. In this section charity trustees are defined as "...the persons having the general control and management of the administration of a charity".

The Committee shall consist of elected members who shall be elected at the Annual General Meeting for a term of office commencing at the end of the A.G.M. and expiring at the end of the A.G.M. the following year. There is no official limit to the number of people who can be on the Committee but we try to maintain numbers at around 10 for purely practical purposes. The positions of Chairman, Treasurer and Secretary are nominated and seconded from within and by the Committee unless the Village puts other candidates forward. The positions and ordinary membership are offered for re-election at the Annual General Meeting. Where possible the members are encouraged from representative areas of the village and its environs.

As at May 2009 until further notice the members of the Committee are:

Ellie Andrews (Chair)	Mary Prosser
Sian Fytche (Treasurer)	Emma Stephens-Dunn (secretary)
Jean Skinner	Rosie Atchison

The number of members who shall form a quorum shall never be less than one third of the total number of members.

## **MEMBERSHIP:**

The Committee is comprised of volunteers from the Village who either approach the Committee or are approached by the Committee if they have shown interest in being involved. There are no membership fees as it is a volunteer organisation. Committee members are nominated and seconded by the existing Committee. New members are usually appointed at the Annual General Meeting but can be accepted onto the Committee during the year if this is deemed appropriate and supported by the whole Committee.

## **MINUTES AND ACCOUNTS:**

The Committee shall keep detailed and accurate minutes of all meetings and these must be signed and approved by the Chairman. Books of account must be kept. All proper accounts will be prepared and copies distributed to the members and the Parish Council. These should be checked by a qualified accountant.

## **APPLICATION OF INCOME:**

There are no payments or benefits made to the members of the Benefield Village Hall Committee. Expenses are paid in the event of personal financial outlay in the course of general business or the organising of a function for the Village Hall e.g. postage, stationery, cleaning materials etc.

The net income of the Village Hall shall be applied by the Committee in the maintenance, upkeep and insurance, rates, taxes and other expenses in connection with its legitimate use and in the furtherance of the aims and objectives of the Village Hall. The Committee may also receive any additional donations or endowments for the general purposes of the Village Hall.

Any surplus cash belonging to the Village Hall and not needed for working purposes shall be treated as capital and invested appropriately.

## **LIQUIDATION AND/OR CLOSING DOWN:**

If the Committee should decide at any time that it is necessary or advisable to discontinue the use of the Village Hall in whole or part for the benefit of the village an Extraordinary General Meeting must be called to which all inhabitants of the village over the age of eighteen are invited. No less than fourteen days notice must be given stating the proposals clearly. This meeting must be well advertised and in an accessible location. If the decision to close is supported by the majority of those present at the meeting, the Committee may, with the consent of the Parish Council, let or sell the Village Hall or any part thereof.

All monies arising from such a letting or sale, after resolution of any outstanding liabilities, shall be held in trust for the village and associated charitable purposes.

All matters of liquidation must comply with section 36 of the Charities Act 1993.