



CLENCHWARTON MEMORIAL HALL PROVISIONAL CONSTITUTION

(to be replaced on gaining Charity Status with Charity Commission)

Organisation's name

Clenchwarton Memorial Hall (CMH)

CMH History

After the second World War the school used to occupy what is now the village shop until the new one opposite was built. After that the premises became the beginnings of a village hall where many happy occasions were celebrated like coronations, jubilees, harvest festivals, weddings etc.

In the 1950s fundraising began to build a new modern village hall which eventually was built by Warrens, local builders who also built a lot in King's Lynn.

The 'Memorial Hall' opened in 1959 and has served the village well ever since. It is called the Memorial Hall in honour of the fallen of the village in WWII and several commemoration plaques are situated on the front of the building. Another Roll Call of Honour is situated inside the hall, which was carved by Walter Warrens, father of Jack Warrens, the local builder who built the hall.

Every Remembrance Sunday residents gather at the hall to pay their respects.

Many private functions like birthdays, weddings, wakes and dances have taken place here as well as being a popular meeting place for several local clubs and organizations including Weightwatchers, Women's Institute, Clenchwarton Friendship Club, the Gardening Club, Woodturners, Judo Club, and many more have or are using the Hall. Christmas fayres have taken place here as well as harvest festivals.

Current users include dog training; yoga classes; budgie club, craft fayres, bingo for local residents, parties, wedding receptions, christenings, Parish Council meetings; CMH Committee meetings and Electoral Voting.

At the present time a thriving pre-school is in situ Monday – Friday 8.00 - 16.00 which has created an additional outdoor space for the children.

CMH Information and Structure

The Memorial Hall is run by a Committee of 3 officers, Chairperson, Secretary and Treasurer and can have up to 10 trustees to ensure the smooth running of the Hall.

The Management Committee enjoys a 99 year lease agreement which was originally with a local brewery but since 2006 has passed on to the Parish Council as the now freeholder of the land the Hall is situated on. This lease agreement ends in March 2058.

In 1987 Clenchwarton Parish Council was appointed 'Custodian Trustees' for the purpose of holding the Title Deeds on behalf of Clenchwarton Parishioners.

In the event of the Management Committee becoming defunct the running of the Hall and all financial affairs will fall to the Parish Council. At the end of the lease the Hall will revert to the PC unless a new lease agreement is negotiated.

Aims & Objectives

Maintain and manage CMH for the benefit of Clenchwarton Parishioners and wider surroundings as per lease agreement.

Improve health and social welfare in the local area by providing facilities for education, leisure, social and recreational purposes irrespective of race, colour, sex, political or religious beliefs.

Provide a focus for the community by:

- supporting and developing use of the hall by the community
- responding to local needs and supporting local initiatives
- involving the community in decision making about the hall where possible and appropriate
- involving the community in the running of the hall where possible and appropriate
- making the hall accessible to all where possible & practicable

Ethos

Provide a welcoming, friendly atmosphere

Respect the needs, views, wishes and interests of CMH present and prospective users

Operate in a transparent manner

Improve and offer opportunities to all sectors of the village

Welcome hirer's feedback

Ensure sustainability of the hall by:

- Providing a clean, friendly, safe and well maintained venue
- Ensuring adequate levels of trustees to manage the hall on a day-to-day basis
- Maintaining a forward-thinking perspective to ensure future viability
- Ensuring efficient use of the building
- Ensuring security of the building
- Ensuring the hall conforms to statutory rules and regulations, including Fire, Health & Safety and Safe Working Practices
- Ensure appropriate insurance policies are in place

Ensuring the financial sustainability of the hall by:

- Maintaining financial stability with the aim of being self-financing
- Ensuring energy efficiency as much as possible (solar panels and batteries), Kirkhill windfarm project
- Holding quarterly trustee meetings or more if required to share ideas, discuss user feedback, discuss finances, review agreed tasks, develop future plans and review policies
- Updating the website to ensure potential users are aware of the hall's facilities
- Responding promptly to hirer enquiries
- Managing the online booking system in a prompt and efficient manner
- Promoting and encouraging use of the hall by groups and organisations from outside the immediate area to supplement income
- Inviting a representative of the Parish Council to trustee meetings
- Liaising with the Parish Council regarding larger capital expenditure and/or repairs etc
- Submitting applications for grants

The Management Committee is currently working with Community Action Norfolk (CAN) to gain Charity Status with the Charity Commission which will enable the Management Committee to submit applications for larger grants. This has become a legal requirement as the income of the hall is now above £5,000 .

Involve the community by:

- Holding an Annual General meeting
- Encouraging people to become a trustee and be generally involved
- Encouraging hirer feedback
- Holding an annual open evening
- Maintaining and updating the website

People



Trustees

CMH Committee consists of:

Chairperson: responsible for ensuring an overview of operations; chairing meetings, maintaining an overview of finances, ensuring policies are in place and Health & Safety measures are followed, bank co-signatory, co-managing the online booking system

Secretary: co-ordinating meetings, sending meeting agendas & minutes, working with the chairperson to ensure policies and Health & Safety measures are up-to-date and co-managing the online booking system and website, handling complaints in accordance with CMH complaints policy

Treasurer: provides monthly finance reports and manages bank accounts on behalf of CMH. Provides all necessary information for an annual internal audit at the end of each financial year which is published on the website. He/ she also ensures all necessary insurance policies are in place.

Three Trustees constitute a quorum for CMH.

CMH financial year runs from April to the end of March.

In addition to the three officers CMH can have up to 7 more trustees making it a maximum of 10. All trustees have equal voting rights with the Chairperson being allowed to cast a second, decisive vote. If the chairperson cannot attend and chair a meeting a present trustee can be appointed temporary chair for the meeting.

CMH does not have any members or employees. The Officers are voted into office by a simple majority at the annual AGM, usually held in April, for one year. They can stand for re-election as long as they wish to. Anybody meeting the eligibility criteria of being a Trustee and always wanting to act in the best interests of CMH can become a Trustee of CMH. Each Trustee has to fill in and sign a register of 'conflict of interest'.

The notice period for calling meetings is 7 working days. Anybody wishing to call a special meeting should register their wish with the secretary.

Amendments and changes to the constitution of CMH can only be made at the AGM and require a $\frac{3}{4}$ majority.

Prices for hire of the Hall and financial limits and reserves are to be set at the AGM. Hire prices to be implemented as of 1st of September in accordance with the start of the new school term.

Fundraising

To be organised by trustees and volunteers as and when appropriate and possible.

Policies:

- Retention of documents
- Fire Safety Policy
- Terms and Conditions
- Hiring Policy and Procedures
- Fire Emergency Evacuation Plan & Fire Procedure
- Safeguarding Policy
- Health & Safety
- Training and Development
- Conflict of Interest
- Terms & Conditions
- Safeguarding
- Risk assessment
- Hiring Policy
- Complaints policy

Address: 2 Black Horse Road, Clenchwarton, King's Lynn, PE34 4AB

Booking enquiries bookingcmh5523@gmail.com

General enquiries contactcmh5523@gmail.com

Treasurer: treasurercmh5523@gmail.com

Website: <https://clenchwartonmemorialhall.org.uk>

Clenchwarton Management Committee

Adopted: December 2025

Review date: December 2026