

Eastchurch Village Hall Governing Document

Written in Compliance with UK Charity law and The Charity Commission

1. Name

The name of the charity is Eastchurch Village Hall (hereinafter referred to as 'the Hall').

2. Registered Office

Warden Road, Eastchurch, Isle of Sheppey, Kent ME12 4Hd

Registered Charity No: 302730

3. Objectives

The Hall's objectives are:

- To provide and maintain a village hall for the use of the residents and visitors of Eastchurch and the surrounding area (hereinafter called 'the area of benefit') without distinction of political, religious or other opinions, including use for:
 - Meetings, lectures, and classes.
 - Recreation and other leisure-time occupation.
 - Public meetings and events.
 - To promote charitable purposes for the benefit of the inhabitants in the area of benefit.

4. Trustees

- **Number of Trustees:** The Hall shall have a minimum of three and a maximum of twelve trustees.
- **Appointment of Trustees:** Trustees shall be appointed at the Annual General Meeting (AGM) or at a Special General Meeting (SGM) called for that purpose.
- **Eligibility:** Trustees must be over 18 years of age and must not be disqualified from acting as a charity trustee.

- **Retirement and Re-appointment:** One-third of the trustees shall retire each year, but shall be eligible for re-appointment. The trustees to retire shall be those who have been longest in office since their last appointment or re-appointment.
- **Powers of Trustees:** The trustees shall manage the affairs of the Hall and may exercise all the powers of the Hall, subject to this governing document.
- **Trustee Responsibilities:** Trustees are responsible for ensuring the Hall complies with charity law, company law (if applicable), and any other relevant legislation. Trustees must undertake regular training to ensure they are able to fulfil individual and collective responsibilities. They must act in the best interests of the Hall, manage its resources responsibly, and ensure it pursues its objectives as defined in this document.
- **A charity trustee** is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
- **A charity trustee** may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- **Income:** None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- **Benefits:** Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.
- No charity trustee or connected person may:
 - (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
 - (b) sell goods, services, or any interest in land to the CIO;
 - (c) be employed by, or receive any remuneration from, the CIO;
 - (d) receive any other financial benefit from the CIO;

'unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.'

- A charity trustee ceases to hold office if he or she:
 - (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
 - (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
 - (c) dies;
 - (d) in the written opinion, given to the CIO, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;
 - (e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
 - (f) Any person retiring as a charity trustee is eligible for reappointment.
 - (g) A charity trustee who has served for [three] consecutive terms may not be reappointed for a [fourth] consecutive term but may be reappointed after an interval of at least [one year].]

5. Taking of decisions by charity trustees

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing [or electronic form] agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that
- a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
- the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously

resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve [within 28 days of the circulation date].

6. Meetings

- **Annual General Meeting (AGM):** The AGM shall be held once a year, normally within three months of the end of the Hall's financial year. Notice of the AGM shall be given to all members at least 21 days in advance. The business of the AGM shall include:
 - Receiving and approving the minutes of the previous AGM.
 - Receiving the trustees' annual report on the Hall's activities.
 - Receiving and approving the financial statements for the previous year.
 - Appointing or re-appointing trustees.
 - Considering any other business.
- **Special General Meeting (SGM):** An SGM may be called by the trustees or by a written request from at least ten members. Notice of the SGM shall be given to all members at least 14 days in advance, stating the purpose of the meeting.
- **Trustee Meetings:** The trustees shall meet regularly to manage the affairs of the Hall. A quorum for trustee meetings shall be [insert number, e.g., three] trustees. Decisions shall be made by a majority vote. In the event of a tied vote, the chair shall have a casting vote.
- **Quorum:** The quorum for a General Meeting shall be [insert number, e.g., ten] members present.

7. Financial Management

- The Hall shall maintain accurate financial records in accordance with the Charities Act 2011 and best practices.
- All funds received by the Hall shall be paid into a bank account in the name of the Hall.
- Cheques and online payments shall require two signatures/authorisations from designated trustees.
- The trustees shall prepare annual financial statements, which shall be independently examined or audited as required by charity law.
- The financial year of the Hall shall run from 1st April to 31st March.

- The trustees may delegate certain financial responsibilities to a finance committee or individual, but shall retain overall responsibility for the Hall's finances.

8. Use of electronic communications

General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (b) any requirements to provide information to the Commission in a particular form or manner.

Minutes

The charity trustees must keep minutes of all:

- (1) [appointments of officers made by the charity trustees].
- (2) proceedings at general meetings of the CIO;
- (3) meetings of the charity trustees and committees of charity trustees including:
 - the names of the trustees present at the meeting;
 - the decisions made at the meetings; and
 - where appropriate the reasons for the decisions;
- (4) decisions made by the charity trustees otherwise than in meetings.

9. Dissolution

If the trustees decide that it is necessary or advisable to dissolve the Hall, they shall call a Special General Meeting, giving at least 21 days' notice stating the reasons for the proposal.

If the proposal is approved by a two-thirds majority of those present and voting, the trustees shall proceed to realise any assets held by the Hall. Any assets remaining after

satisfying all debts and liabilities shall be transferred to another charity or charities with similar objectives to the Hall, as determined by the members at or before the time of dissolution. In no circumstances shall the assets be distributed to the members.

10. Amendments to the Governing Document

This governing document may be amended by a two-thirds majority vote of members present and voting at a General Meeting, provided that at least 21 days' notice of the proposed amendment has been given to all members. Any amendments must be consistent with the objectives of the Hall and comply with charity law.

Summary

This document outlines the governance for Eastchurch Village Hall. It details the objectives, trustee responsibilities, membership rules, meeting procedures, financial management, and dissolution process, ensuring compliance with UK charity law and promoting the Hall's purpose within the community.