

FILLINGHAM PARISH

FILLINGHAM VILLAGE HALL MANAGEMENT COMMITTEE

CONSTITUTION

(Dated 25 January 2010)

Copies circulated:

Management Committee Chairman

Management Committee Secretary

Management Committee Treasurer

Parish Meeting Clerk.

AC
02/02/2010

1.NAME:

The name of the committee is:

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FILLINGHAM VILLAGE HALL MANAGEMENT COMMITTEE

(hereinafter referred to as the Committee).

2.OBJECTIVE:

The objectives of the Committee are:

- i. To promote the use of the Fillingham Village Hall (hereinafter called the Hall) for the benefit of the residents of the civil parish of Fillingham to advance education and provide facilities in the interest of the social and civic welfare for recreation and leisure time occupation with the object of improving the quality of life for the local community.
- ii. To promote and support such other charitable purposes as may from time to time be determined by the Committee.
- iii. To undertake the general management of the use of the Hall, to develop the policies and general oversight of the use of the Hall, devolved by Fillingham Parish Meeting and with the overall agreement of the Hall Trustees.

3.DUTIES:

In furtherance of the objectives i to iii, but not otherwise, the Committee shall be able:

- i. To bring together in conference, representatives of voluntary organisations, government departments, 'statutory authorities and individuals in agreement with the Parish Meeting.
- ii. To arrange and provide for either alone or with others the holding of exhibitions, meetings, lectures classes, seminars or training courses and all forms of recreational and other leisure-time activities.
- iii. To collect and disseminate information on all matters relating to its objectives and to exchange such information with other bodies having similar objectives whether in the United Kingdom or otherwise.
- iv. To write, print or publish in whatever form seems best, such papers, books, periodicals, pamphlets or other documents including films and recorded material as shall further its objectives and to issue or circulate the same whether for payment or otherwise.
- v. To purchase, take on lease or in exchange, hire or otherwise lawfully acquire resources or other rights and privileges as may be necessary for the promotion of its objectives with prior agreement of the Parish Meeting.
- vi. From time to time make regulations for the use of the Hall and resources that may be required for the proper achievement of the objectives identified in 2(i) to (iii) above in general agreement, with the Parish Meeting and Trustees and in accordance with the law.
- vii. To sell, dispose of or turn to account all or any minor items owned by the Committee, and to recommend the disposal of items which may no longer be required, subject to such consent as may be required by law and obtaining the best price possible. The funds raised to be used for the benefit of the Hall.
- viii. To receive money on deposit, or take up loans with the prior agreement of the Parish Meeting and subject to such conditions as may for the time being imposed by law.
- ix. To invest money not immediately required to achieve its objectives in or upon such investments as the Committee, under financial advice and with the agreement of the Parish Meeting, thinks appropriate and financially prudent; and subject to such conditions as may be required by law.

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- x. And shall be assured that insurance cover is appropriate for committee members and volunteers in supporting its objectives.

4.MEMBERSHIP OF THE COMMITTEE:

- i. Membership of the Committee shall be, open to everyone residing in the civil parish of Fillingham, as defined by appearance on the electoral role of that civil parish.
- ii. The Committee shall consist of:
 - a) Nine representatives drawn from the membership of the Parish Meeting as in (4) and elected by due process under (5) below.
 - b) Five Honorary Officers duly elected from the group identified in 4(i)(a), also elected under 5 below.
 - c) Any persons drawn from the membership of the Parish Meeting subsequently co-opted to the Committee as individuals by a majority vote of the Committee for specific tasks and for a limited duration.
- iii. Duration of office as members of the Committee:

Membership shall be for a period of two years, with the exception of the first election when 4 places shall be held for one year and 5 for two years. Thereafter each member of the Committee shall retire at the conclusion of the. next annual general meeting by one following their election. Any may stand for re-election.
- iv. Casual vacancies in the membership of the Committee:

If a casual vacancy, occurs under 4(vi) and 4(vii) below, the Committee shall fill the vacancy by co-option under 4(ii)(c) above.
- v. Monetary Considerations:
 - a) No member of the Committee (otherwise than as a Trustee) shall acquire any interest in the property of the Hall.
 - b) No member of the Committee shall participate in the awarding of any contract for work in which he or she has personal or business financial interest.
 - c) No member of the Committee shall receive any remuneration save the repayment of actual out of pocket expenses, approved by the Committee and recorded at a meeting, incurred in carrying out the work of the Committee.
 - d) The insurance for the Hall shall include provision for the indemnity of members of the Committee for any actions carried out in good faith.
- vi. Termination of membership shall occur if the member:
 - a) Resigns by' notifying the Secretary or Chair of the Committee in writing.
 - b) Becomes incapable by reason of mental disorder, or ill health or injury of managing his or her own affairs.
 - c) Is absent without the agreement of the Committee from all its properly notified meetings held within a period of six months.

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vii. Suspension of members of the Committee:

The Committee may by a resolution passed by a two-thirds majority of the members present and voting at a quorate meeting of the Committee called for that purpose, suspend or terminate the membership of the Committee of any member if, in its opinion his/her conduct is prejudicial to the interests and objectives of the Committee. There shall be a right of appeal to the Parish Meeting, or an independent arbitrator appointed by mutual agreement.

5.ELECTIONS OF THE COMMITTEE MEMBERS:

- i. Elections shall take place at the beginning of the Committee Annual General Meeting which shall be held within the Annual General Parish Meeting according to its rules.
- ii. Nominations duly seconded may be received prior to or at the meeting provided that the nominees agree to stand:
- iii. Elections shall be by secret ballot with two uninvolved members of the Parish Meeting being appointed by the Meeting as returning officers.
- iv. In the event of the same number or fewer nominations than there are vacancies being received those nominated shall automatically be elected.

6.ELECTION OF OFFICERS OF THE COMMITTEE:

- i. Nominations for the posts of Chair; Vice-Chair, Secretary; Treasurer and Booking Officer shall be made and seconded from the members of the Committee elected under 5 above.
- ii. Election shall be by secret ballot as under 5(ii) above.:
- iii. In the event of single nominations being received for any office, that nominee shall be automatically elected.
- iv. Newly elected officers shall assume office at the end of the Annual General Meeting.

7.GENERAL MEETING OF THE COMMITTEE:

- i. The Annual General Meeting of the Committee shall take place within the Annual Parish Meeting in order to:
 - a) Elect the required numbers of members of the Committee and the honorary officer of the Committee under (5 &6).
 - b) Receive and present the annual report of the Committee on the work of the preceding year.
 - c) To receive and present the financial account of the Committee for the preceding financial year.
 - d) To announce the date and time of the next Committee meeting:
 - e) **A Quorum** for the Annual General Meeting shall be 10 residents of Fillingham on the civil electoral roll of the Parish. The Quorum for a Committee meeting shall be 4 members of the Committee and shall include 2 officers and 1 ordinary member.
 - f) **Notices of a meeting of the Committee** shall be delivered in writing to the members of the committee no less than 7 days prior to the meeting. The notice shall include agenda items to be discussed. Any matter raised under "any other business" or outside the agenda will be dealt with at the next meeting where it will become an agenda item. A Notice of the meeting will also be on public display for the same period of time.
 - g) Meetings shall be open to observers. They will not be able to vote and can only speak if invited by the Chair.

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- h) **Voting protocol.** Any motion duly proposed and seconded shall be decided by a simple majority of those present and voting. In the case of an equality of votes the Chair shall have a second or casting vote.
- i) **Recording of business** of the meeting shall be kept by the secretary of the Committee in a minute book kept for that purpose.

8 FINANCE:

- i. All money raised by or on behalf of the Committee shall be applied to further the objectives of the committee or for the improvement of the Hall or its resources and for no other purpose provided that nothing herein shall prevent the payment of reasonable out-of-pocket expenses incurred on behalf of the Committee by its members or other volunteers against receipts under 4(v)c) above.
- ii. A Bank Account shall be opened in the name of **The Fillingham Village Hall Management Committee** with a Lincoln Branch of HSBC or with such other financial institutions as the Committee may from time to time decide.
- iii. **Signatories:** The Committee shall authorise, in writing, the Treasurer, the Secretary and the Chairman together with two other members of the Committee to sign cheques on its behalf. All cheques must be signed by no fewer than two of the five authorised signatories.
- iv. The Committee's financial year shall be from 1st April to 30th March in each year to match that of the Parish Meeting.
- v. The Committee shall comply with all statutory accounting procedures paying particular attention to:
 - a) The keeping of records.
 - b) The preparation of annual statements of the accounts.
 - c) The annual auditing or independent examination of the
 - d) statement of account.
- vi. No member of the Committee shall act unilaterally in any financial matter without the authority of the committee.

9. DISSOLUTION:

If the Committee by a simple majority, decides at any time that it is necessary or advisable to dissolve the Committee a special meeting of the Parish Meeting shall be called. It shall be duly advertised with the purpose of the meeting clearly stated and with no less than twenty-one days' clear notice provided. If at this meeting the decision to dissolve the Committee is taken all the resources previously managed by the Committee shall be returned to the care of the Parish Meeting.

10. ALTERATIONS TO THE CONSTITUTION:

- i. Any proposal to alter this constitution must be delivered in writing to the secretary of the Committee not less than twenty-eight days before the date of the meeting at which it is first to be considered. Any alteration will require the approval of both:

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- a) A majority of members of the Committee present and voting at that meeting of the Committee.
- b) Ratification at the next, or a special, Parish Meeting, except for minor alterations when agreement between the Chairmen of the Parish Meeting and Committee shall be sufficient.

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CONSTITUTION APPROVAL

FILLINGHAM VILLAGE HALL MANAGEMENT COMMITTEE

Approval and Signatories

This Constitution was approved and adopted in accordance with the provisions set out in the Constitution of the Fillingham Village Hall Management Committee.

Signatories drawn from:

The Trustees of Fillingham Village Hall:

Signature: _____

Date: _____

The Chairman of Fillingham Parish Meeting:

Signature: _____

Date: _____

The Chairman of The Fillingham Village Hall Management Committee:

Signature: _____

Date: _____

Agreed at the meeting of Fillingham Parish Meeting held on:

Signature: _____

Date: _____

Witnessed by:

Attending the Parish Meeting

Signature: _____

Date: _____

Fillingham Village Hall Management Committee Constitution V4

Date: 25 January 2010