

**Knowle Village Hall Charity
Charity No 203387
Governance Rules**

This document was approved by the Knowle Village Hall Annual General meeting on 29th April 2019, to be used as a modern working document in conjunction with the original Conveyance dated 5th May 1947 as amended on 26th January 1977.

Constitution for the management of Knowle Village Hall

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Clause 1 - Charity Name

The Charity name is Knowle Village Hall and is registered with the Charity Commission and has the registration number 203387

Clause 2 - The Foundation

The Foundation is the Charitable Trust set up to manage and maintain Knowle Village Hall. There are currently no Trustees as the Freehold of the hall is held by the Official Trustee. The Management Committee (here-in after called the Committee), has the power to appoint additional trustees at any time and has power and authority over all other assets. Authority for these rules originates in :-

Schedule 1, Part 1, Point 3 and Point 10 of the Conveyance dated 5th May 1947 as amended.

Clause 3 - Property and Land

The Village Hall and associated lands is documented in the conveyance dated 5th May 1947 In addition, leased land is shown as attached document Appendix A.

Clause 4 - Use of the Village Hall

The Village Hall is available to rent at all times, to all persons regardless of race, nationality, ethnic or national origin, faith, disability or sex, but ultimately as the discretion of the committee. Users of the Village Hall must comply with the rules and regulations of hire as stated on the hiring agreement and any special condition of hire as they apply.

Clause 5 - Management of the Village Hall

1 - The Trustees (after appointment) are accepted and Officers elected each year at the first Committee meeting that immediately follows the Annual General Meeting held at a date agreed by the Committee.

The Trustees and Officers shall abide by the Licence of Use as issued by the relevant Licensing Authority and by all other relevant legislation including that issued at such times by the Health and Safety Executive.

Trusteeship is open to all Knowle residents over the age of 18 years.

The Committee shall comprise of volunteer members of no less than six persons and no more than 12. If this number cannot be achieved at the AGM, further EGM's will be held until a minimum membership of six is achieved. Until such time, the Hall may function but no decisions may be voted upon.

No voting representatives of the hall users may attend committee meetings.

2. - Responsibilities

The Committee is responsible for managing the repair and maintenance of the Hall and compliance with any Building, Health and Safety or Fire Rule and Regulations that may come to apply.

3 - Insurance

The Committee are to insure the Hall against Fire, Burglary, Public Liability and other insurable risks.

Clause 6 - Committee Rules and Regulations

1 - Annual General meeting -

The AGM shall be held annually on a date agreed by the Committee and prominent public notices shall be posted on the Hall and other Village notice boards, giving at least 7 days notice of said meeting.

At the AGM all Trustees (if existent) and Officers stand down and Trustees for next year noted. Trustees may stay on the Committee for subsequent years.

Immediately following the AGM, the first meeting of the newly elected Committee will be held, at which the Trustees for the coming year will sign the declaration of acceptance and willingness to act in the trust of this constitution. Advice to Trustees regarding responsibilities will be provided by the Committee.

2 - Election of Officers-

During the first meeting of the new committee, the election of Officers i.e. Chairperson, Secretary and Treasurer takes place. In the event of more than one nomination for each position, a vote will take place amongst the attendees of the meeting. The position will be filled by the person with the most votes. To stand for election, a person must be nominated and seconded by two different attendees. No person can hold more than one position at any one time.

3 - Officer's Duties.

Chairperson.

The Chairperson is responsible for chairing all Committee meetings.

Vice Chair.

If a Vice Chair has been appointed, they will chair the meeting in the absence of the Chairperson, otherwise those present will hold a vote to elect a chair to stand in for that meeting.

Secretary.

The secretary is responsible for organising the meetings of the Committee and for collating, writing and distributing agenda's and any other necessary paperwork.

Treasurer.

The Treasurer is responsible for reporting financial matters to the Committee meetings and is responsible for the prudent management of the Village Hall finances.

4 - Meetings

To be held as required in the Village Hall with a minimum of four per annum. Visitors are welcome to attend and are invited to speak at meetings but will not be able to vote. All visitors must provide their name and address to the secretary and their presence will be noted on the minutes. A special meeting can be called either by the Chairperson or any two trustees or officers giving five days notice to the rest of the Committee and details of the reason for calling the said meeting. If a trustee or officer fails to attend or give apologies for absence to the Secretary on more than three consecutive meetings, they will be asked to leave the Committee and will lose their right to vote.

5 - Minutes

All meetings are minuted by the secretary who subsequently issues copies to all Committee members within two weeks of the meeting.

6 - Voting

All Committee members have one vote and results are determined by simple majority. The Chairperson has a second vote in case of a drawn result. Absent Committee members who have sent apologies can, in writing, nominate another Committee member to vote for them.

7 - Quorum

To form a Quorum, one third of all committee members plus one must be present at all times during the meeting. If a Quorum is not established, the meeting can continue but no decisions can be taken in the absence of votes. Special arrangements may be made with the consent of the chairman for a member to attend the meeting remotely using electronic digital media.

8 - Personal Interest

No Committee member shall benefit in money or kind or from the supply of goods or services to the Village Hall. No committee member may acquire or hold any interest in the Hall without prior written approval of the Charity Commissioners.

9 - Resignation

If a Committee Member wishes to resign from the Committee they can do so in writing to the Secretary at any time.

Clause - 7 Volunteers - Special Note

1 - Booking Clerk.

The Booking Clerk is responsible for managing the procedures for renting the Hall and collecting fees from hirers. The Booking Clerk is responsible for reporting any issues concerning the hiring of the Hall to the Committee as and when necessary.

Clause 8 - Finance.

1 - Accounts

The Treasurer must comply with the accounting requirements of the Charities Act 2011 and any subsequent revisions or relevant statutory requirements relevant to the income/ expenditure levels of the charity.

2 - Bank Account.

The Treasurer shall set up and manage bank accounts as necessary and make adequate provision for the control of such accounts. Two signatories shall be nominated and either may sign cheques issued.

3 - Income

The Committee will take all reasonable and practicable measures to ensure that letting income is sufficient to maintain the upkeep of the Hall.

4 - Surplus

After payments of all expenses, any surplus income can only be used to maintain and/or improve the upkeep of the Hall.

5 - Fundraising

The Committee may utilise any additional donations or endowments for the general purpose of the Foundation. These and any fund-raising monies must be separately accounted.

Clause 9 - Power of Amendment

The Committee may amend the provisions of this document provided that -

No amendment may be made to Clause 2

No amendment may be made to Clause 6 section 8

No amendment may be made to Clause 8 section 4

No amendment may be made which would have the effect of making the charity cease to be a charity at law

The Committee must -

Keep a copy of any such amendment with this governance and together with the original conveyance

Clause 10 - Power of Dissolution

If the Committee decide it is necessary or advisable to dissolve the charity, they shall realise any assets held by or on behalf of the charity. Meeting shall be called with 14 days notice open to all inhabitants over the age of 18 of the village of Knowle. If a majority at this meeting so decides the assets may be let or sold. Any assets remaining after the satisfaction of any proper debts and liabilities shall be used by the committee to purchase other premises for similar use or be held in trust for the purposes outlined in the constitution and approved by the charity commissioners.

These rules are designed to facilitate the efficient running of the Knowle Village Hall and will always remain, where conflict with the constitution arises subservient.

Signed

Date

Chairperson

Secretary