

SWANMORE VILLAGE HALL CHARITY

2021 CONSTITUTION

1. NAME

The registered name of the charity is Swanmore Village Hall.

Registered Charity Number 301963.

2. GOVERNING DOCUMENT

Swanmore Village Hall was established by trust deed dated 4th July 1959.

3. OBJECTS OF THE VILLAGE HALL

The Charity's objects are to provide and maintain the Village Hall property for the use of the inhabitants of the Parish of Swanmore and its environs without distinction of sex, sexual orientation, age, disability, nationality, race, political, religious or other opinions; including the use of the property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.

4. POWERS OF THE VILLAGE HALL

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

1. Rent, lease or purchase such property as is required.
2. Raise funds and invite and receive contributions by way of subscription, donation and otherwise.
3. Recruit suitable volunteers and staff as are required to achieve the objects.
4. Do all other such lawful things as shall further the objects.

5. 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 at 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, standard conditions of hire and the special conditions of hire as they apply.

6. MANAGEMENT OF THE VILLAGE HALL

Trustees:

The Trustees and Committee are elected each year at the Annual General Meeting held at a date agreed by the Committee.

The Trustees 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 and Committee membership is open to all Swanmore and neighbouring residents over the age of 18 years.

The Committee shall comprise of representatives of user associations or clubs together with other volunteer members of no less than four persons. If this number cannot be achieved at the AGM, further meetings will be held until a full membership of four is achieved. Until such time, the Hall may function, but no decisions may be voted upon. There will be no upper limit to the number of members of the Committee.

Responsibilities:

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

Insurance:

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

7. GENERAL MEETINGS

Annual General Meeting:

- i) An Annual General Meeting of the Swanmore Village Hall shall be held once a year in or near the month of November at such time and place as the Management Committee shall decide. Prominent public notices shall be posted on the Hall and other village notice boards, giving at least fourteen days notice of said meeting.
- ii) In exceptional circumstances the AGM may be held by electronic means. Such exceptional circumstances would be a Government instruction prohibiting gatherings of such a size to make the meeting automatically inquorate.
- iii) An Annual General Meeting shall be quorate if attended by at least a number of people equivalent to one-half of the number of members on the Management Committee. In the event that no quorum is present, or the meeting has to be abandoned, the meeting shall stand adjourned and be reconvened not less than 21 days later, clear notice of this being given in the same fashion as was required for the original meeting.
- iv) All members of the Swanmore Village Hall Committee present at the meeting shall be eligible to vote.

The business of the meeting shall be:

- (a) To receive and approve the Annual Report of the Management Committee, which shall include a report of the Accounts of the Association for the preceding financial year and a report of the work and activities of the Association.
- (b) To appoint such auditors or independent examiners as are required by law to audit and/or examine the Accounts of the Association for the forthcoming financial year.
- (c) To elect members of the Management Committee.
- (d) To consider and vote upon any proposals to alter this constitution.
- (e) To consider any other business of which due notice has been given in writing to the Honorary Secretary no less than 14 days before the meeting and has been included in the notice of the meeting referred to in Clause i above.

6b) Special General Meetings

A Special General Meeting may be called by the Chair of the Management Committee at any time at his or her discretion.

At least 14 days' clear notice of a Special General Meeting, including a copy of the agenda, must be posted on the Hall and other village notice boards.

A Special General Meeting shall be quorate if attended by at least a number of people equivalent to one-half of the number of members on the Management Committee. In the event that no quorum is present, or the meeting has to be abandoned, the meeting shall stand adjourned and be reconvened not less than 21 days later, clear notice of this being given in the same fashion as was required for the original meeting

All members of the Association present at the meeting shall be eligible to vote.

The business of the meeting shall be to discuss only such matters as are on the agenda.

8. HONORARY OFFICERS

- i) The Committee during AGM in each year shall elect the following Honorary Officers of the Management Committee: Chair, Vice-Chair, Treasurer, Secretary and up to two other officers as the Management Committee may decide.
- ii) 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 Trustees. No person can hold more than one position at any one time.
- iii) All Honorary Officers shall hold office until the next Annual General Meeting, when they may stand for re-election.

- iv) An Honorary Officer shall cease to hold office at any time upon giving written notice of resignation to the Association Secretary.
- v) If a vacancy among the Honorary Officers occurs by death, resignation or disqualification, the Management Committee shall have the power to fill it from among the Management Committee members.

9. OFFICERS' 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 agendas 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's finances.

10. MEETINGS AND MANAGEMENT

To be held as required in the Village Hall with a minimum of five per annum. Visitors are welcome to attend and are invited to speak at meetings but will not be able to vote.

A special meeting can be called either by the Chairperson or any two Trustees giving seven days notice to the rest of the Committee and details of the reason for calling said meeting.

All meetings are minuted by the Secretary who subsequently issues copies to all Trustees within two weeks of the meeting.

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

To form a quorum, a minimum of three Trustees 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.

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

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

A member of the Management Committee shall cease to hold office if he or she:

- (a) is disqualified from holding office by virtue of 'Unspent convictions for specific offences' Updated by the Charities Commission on the 1st August 2018 as The disqualifying reasons and the exceptions are set out in full in the disqualifying reasons table, or
- (b) becomes incapable by reason of mental disorder, illness, or injury of managing his or her affairs, or
- (c) is absent without permission of the Management Committee from all its meetings held within any period of six months and the Management Committee resolves that he or she shall cease to hold office, or
- (d) gives written notice of resignation to the Honorary Secretary.

11. FINANCE

Accounts:

The Trustees must comply with the accounting requirements of the Charities Act 2016 (or any statutory modification or re-enactment of that Act) with respect to the keeping of accounting records for the Association, preparation of annual statements of the accounts for the Association, auditing or independent examination of such statements, the preparation of an annual report and annual return, and transmission of such reports, returns and statements to the Charity Commission for England and Wales.

Bank Accounts:

The Trustees shall set up and manage bank accounts as necessary and make adequate provision for the control of such accounts. Three signatories shall be nominated and any two must sign all cheques issued.
All outgoings for preceding periods are to be notified at each meeting held.

Income:

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

Surplus:

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

If there are insufficient members elected at the Annual General Meeting to form a committee which causes the Village Hall to close, then ownership of the Village Hall passes to Swanmore Education Trust as custodian trustees.

12. POWER OF DISSOLUTION

If the Trustees decide it is necessary or advisable to dissolve the charity, they shall realise any assets held by or on behalf of the charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred by the charity Trustees to such other charitable institution or institutions having objectives similar to the objectives of the charity as the charity Trustees may decide, or, failing that, shall be applied by the charity Trustees for some other charitable purpose.