**MANTON VILLAGE HALL**

**CHARITY NO. 3055481 (ON NAME OF MANTON READING ROOM)**

**CONSTITUTION**

This document was unanimously approved/signed by the Manton Village Hall Trustees on 15th July 2019, after consultation with the current committee. This constitution is to be used as a modern working document for the Committee of Manton Village Hall who are responsible for all village hall activities/ finances and the maintenance of the hall.

All previous constitutions are now considered null and void.

1. **OBJECTIVES**

The Trustees and the Committee seek to ensure the Village Hall is available for use by all Manton residents and those living in its catchment area for social, educational, recreational and fund-raising activities.

The main objective is to improve the quality of life for residents in the said area and particularly for those in special need of such facilities by reason of age, youth or other circumstances.

The Village Hall is available for hire 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.

The Committee will strive to maintain strong links with Preshute School, Preshute Parish Church, nearby Parish Councils and Marlborough Town Council.

1. **USER RESPONSIBILITIES**

Users of the Village Hall must comply with the rules and regulations of hire as stated in the hiring agreement, standard conditions of hire and the special conditions of hire as they apply.

1. **MANAGEMENT OF THE VILLAGE HALL**

The Trustees, maximum three, are accepted by recommendation of current Trustees and the Chairman of the Committee.

The Trustees are responsible for the governance of the Village Hall by the Committee with input, when appropriate, on commercial activities and future capital expenditure.

Committee members are elected at the Annual General Meeting.

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.

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

Annual plans are agreed to ensure that sufficient income is generated to cover the village hall's annual running costs and repairs.

**4. COMMITTEE RULES AND REGULATIONS**

**(i) ANNUAL GENERAL MEETING**

The Annual General Meeting (AGM) shall be held on a date agreed by the Committee and prominent public notices shall be posted on Village notice boards, via the Village Hall Newsletter and the residents’ contact database, giving at least one month's notice of said meeting.

All residents over the age of 18 years living in Manton Village and its immediate catchment area (West Manton/Manton Hollow) are allowed to attend the AGM and vote on matters raised.

Representatives of regular Village Hall User Groups may also attend by invitation.

The business of the AGM shall be as follows:

1. To receive and adopt the Report from the Chairman of the Committee;
2. To receive and adopt the audited accounts for the previous financial year;
3. To elect the Committee and if required, appoint an auditor;
4. To hold an open discussion of matters of local interest;
5. To transact other competent business.

**(ii) ELECTION OF COMMITTEE**

The maximum number of Committee members shall be no more than ten.

At the AGM, all Committee members stand down and seek re-election. Any person wishing to stand for election to the Committee needs to be proposed and seconded.

All votes at the AGM are decided by majority voting of the attendees with the Chairman having a casting and second vote in the case of a tied vote.

The new Committee may, as required, co-opt additional Committee members prior to the next AGM providing the Committee is no more than ten members.

**(iii) COMMITTEE DUTIES**

The Chairman, and/or where appointed the Vice Chairman, is responsible for chairing all Committee meetings and the AGM and for signing of the Committee Minutes as a true record of such meetings.

The Secretary is responsible for organising meetings of the Committee and for collating, writing and distributing the agendas and any other necessary paperwork (Minutes of previous meeting).

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

**(iv) MEETINGS**

To be held as required with a minimum of five per annum. Trustees are welcome to attend any Committee meeting but cannot vote on matters raised.

Special meetings to discuss a specific business issue and/or an event can be called by the Chairman giving seven days’ notice to the Committee, the Trustees and all residents.

**(v)**  **COMM1TTEE MINUTES**

All Committee meetings must be minuted by the Secretary and the subsequent minutes must be circulated to the Committee and the Trustees within two weeks of the meeting.

**(vi)**  **QUORUM**

To form a quorum at Committee meetings, half of the Committee must be present. If a quorum cannot be established, the meeting can continue but no decisions requiring a vote can be taken.

1. **PERSONAL INTEREST**

No Committee member or 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 Village Hall without the prior written approval of the Charity Commissioners.

1. **RESIGNATION**

Any Committee member or Trustee may resign from the Village Hall Committee/Trustees by sending a letter to the Secretary at any time.

1. **FINANCE**

The Treasurer and the Committee shall set up and manage building society/bank accounts as necessary and make adequate provision for the control of such accounts. Three signatories shall be nominated and any two must sign cheques/payments over £500 made from these accounts. If payment is made via BACS an email exchange between two authorized signatories for amounts above £500. An up-to-date financial statement must be provided for each Committee meeting and audited accounts must be available for the AGM.

The financial year for the Village Hall shall run from October lst.

1. **POWER OF AMENDMENT**

Any proposed amendments(s) to this Constitution must be approved by the Trustees and notified to all those attending the AGM.

1. **POWER OF DISSOLUTION**

If the Trustees, following consultation with the Committee and the residents, consider it is deemed necessary 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(s) 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.