

HYDE LEA AND COPPENHALL VILLAGE HALL

Constitution and Rules

(Adopted 16 February 1984, amended by AGM on 14 November 1986 further amended by AGM on 28 November 1996, and further amended on 28 November 2000 and further amended on 28 November 2003 and further amended on 16th November 2015 and further amended on 21st November 2016 and further amended on 18th November 2019 and further amended on 15th November 2021)

Village Hall

- Para 1. The property known as Hyde Lea and Coppenhall Village Hall (formerly Hyde Lea Church of England (C) Primary School) is to be held by the Trustees for the use of the inhabitants of the Parishes of Coppenhall and Hyde Lea in the County of Stafford, (hereinafter called the "area of benefit") without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure time occupation.
- Para 2. The Hall shall be administered by the Committee of Management hereinafter constituted.

Committee of Management

- Para 3. (1) Except as hereinafter in this paragraph provided the Committee shall consist of:
- Twelve Elected Trustees
- Six Representative Trustees
- and may include not more than four co-opted Trustees
- (2) The elected Trustees (other than those appointed under subparagraph (8) below to fill casual vacancies) shall be elected at the annual general meeting.
- (3) Representative Trustees shall be appointed by each of the following organisations:
- One by The Parish Council of Dunston with Coppenhall.
- Two by The Parish Council of Hyde Lea
- One by The Coppenhall Parochial Church Council.

One by The Hyde Lea and Coppenhall Womens Institute.

- (4) Co-opted Trustees shall be appointed at a duly constituted meeting of the committee.

Para 3 Sub-para..

- (5) Subject to the provisions of the sub-paras (6) and (8) of this paragraph the period of office of this committee shall commence:

Elected Trustees at the end of the annual general meeting at which they are elected.

Representative Trustees appointed before the annual general meeting in any year, at the end of that meeting, or, in the case of representative Trustees appointed after such annual general meeting, or to fill a casual vacancy, on the day on which notification is received by the Secretary.

Co-opted Trustees from the date of their co-option.

- (6) All Trustees of the Committee shall retire from office at the end of the annual general meeting next after the date on which they came into office, but they may be re-elected or re-appointed.

- (7) In the event of any application for representation on the committee being received from any existing or newly formed organisation in the area of benefit the committee may upon a resolution supported at a duly constituted meeting by the votes of not less than two thirds of all the Trustees of the committee, allow such organisation to appoint a representative trustee in the same manner as for those organisations set out in sub-para (3) provided that in the event of any newly formed or existing organisation ceasing to exist any appointed representative of such organisation shall cease to be a Trustee of the committee.

- (8) Upon the occurrence of a casual vacancy the committee shall cause a note to be entered in their minute book at their next meeting and if in the office of representative trustee it shall be notified as soon as possible to that organisation. A casual vacancy in the office of elected trustee may be filled by the committee and the period of office of such Trustee shall commence at the end of the meeting of the committee at which he/she is elected.

- (9) Subject to the provisions of clause 14 and except with the written approval of the Charity Commissioners no Trustee may take or hold any interest in any property belonging to the Village Hall

other than as a trustee for the purposes thereof or receive any remuneration or be interested in the supply of works or goods at the cost of the Village Hall.

- (10) Any Trustee of committee who communicates in writing a wish to resign, shall thereupon cease to be a Trustee.

Meetings of the Committee

Para 4. The committee shall hold at least two meetings in any twelve months. A special meeting may be summoned at any time by the Chairman or any two Trustees upon seven days clear notice being given to all other Trustees of the matters to be discussed. The quorum for any meeting shall be not less than five Trustees.

Officers of the Committee

Para 5. The Committee at their first meeting in each year after the Annual General Meeting shall elect one of their number to be Chairman of their meetings until the commencement of the first meeting after the Annual General Meeting in the following year and may also elect one of their number to be Vice-Chairman. The Committee shall also appoint a Secretary, Treasurer and Auditor. If desired they may appoint a President and Vice-President. All operational matters will be dealt with by the Officers of the Committee.

Voting in Committee

Para 6. Every matter of principle shall be determined by the majority of the Trustees of the committee present and voting (except as provided in para 3 sub-para (7) above). In the case of an equality of votes the Chairman of the meeting shall have a second or casting vote.

Bank Account

Para 7. All monies received are to be paid into a trust account at the Co-operative Bank, Stafford, or such other bank as may be nominated by the committee. Cheques for the payment of all accounts shall be signed by any two elected or appointed officers namely Treasurer, Vice Treasurer, Chairman, Vice-Chairman, Secretary and Vice Secretary.

Annual General Meeting

- Para 8.
- (1) There shall be an annual general meeting which shall be held between the first day of October and the last day of November in each year.
 - (2) All inhabitants of the area of benefit of eighteen years and upwards shall be entitled to attend and vote at the annual general meeting.
 - (3) The annual general meeting shall be convened by the committee. Public notice shall be given in the area of benefit at least fourteen days before the date thereof by affixing a notice to some conspicuous part of the Village Hall or other place in the area of benefit.
 - (4) The Chairman of the annual general meeting shall be the Chairman of the Committee for the time being. In his absence the Vice-Chairman (if any) shall take the chair. If neither is present, the persons present shall before any other business is transacted appoint a chairman of the meeting. In the case of any equality of votes on any question the Chairman of the meeting shall have a second or casting vote.
 - (5) The Committee shall present to the annual general meeting the report and accounts for the preceding twelve months.
 - (6) Copies of the annual accounts when audited shall be sent to the Parish Councils of Dunston with Coppenhall and Hyde Lea.

Discontinuance

Para 9.

If the Committee at any time that it is necessary or advisable to discontinue the use of the Village Hall for the purposes stated in para 1, it shall call a meeting of the inhabitants of the age of eighteen and upwards in the area of benefit of which meeting not less than fourteen days notice (stating the terms of the resolution that will be proposed thereat) shall be posted in a conspicuous place on the Village Hall and advertised in a newspaper circulating in the area of benefit. If such resolution shall be confirmed by three quarters of such inhabitants present and voting the Committee may sell the freehold property and grounds but only subject to the conditions and provisions laid down in the Agreement dated 20 March 1997 and entered into with the Diocese of Lichfield and subject to the provisions of Section 36 and 37 of the Charities Act 1993.

Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution

or institutions having objects similar to the objects of the Charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Commission.

Para 10. The Committee may purchase hire take on loan or otherwise acquire any real or personal property and any rights or privileges.

The Committee may construct maintain restore replace furnish equip and alter property belonging to the Committee.

Para 11. (1) Any land or buildings purchased or otherwise acquired by the Committee shall be vested in not more than four Custodian Trustees who shall deal with the said property as directed by Resolution of the Committee and entry in the Minute Book shall be conclusive evidence of such a Resolution.

(2) The Custodian Trustees shall be elected at a General Meeting of the Committee and shall hold office until death or resignation unless removed by a Resolution passed at a General Meeting.

(3) The Custodian Trustees shall be entitled to an indemnity out of the property of the Committee for all expenses and other liabilities properly incurred by them in the discharge of their duties.

Charging

Para 12. Any Trustees who possesses specialist skills or knowledge required by the Charity for its proper administration may charge and be paid reasonable charges for work of that nature done by him or her or his or her firm when instructed by the other Trustees to act on behalf of the Charity, provided that:

(1) at no time shall a majority of the Trustees benefit under the provision; and

(2) a Trustee shall withdraw from any meeting of the Trustees at which his or her own instructions or remuneration, or that of his or her firm, is being discussed.

Para 13. The Constitution and Rules or any part of them may be amended at any properly constituted meeting of the management committee by a two

thirds majority of those present and voting. Such amendment must be ratified by the next Annual General Meeting.