

Woodham Ferrers Village Hall

Constitution

Date ratified by full committee.....03/4/24

Review date3/4/25.....

Chairperson:.....B.F. Phyllis....."Acting"

CONSTITUTION

1. **Name:**
The name of the Committee shall be known as Woodham Ferrers Village Hall Committee, hereinafter referred to as the 'Committee'.
2. **The Premises:**
The premises are known as Woodham Ferrers Village Hall, situated in the village of Woodham Ferrers, Essex hereinafter referred to as the 'Premises'.
3. **Holding Trustee:**
The Trustee of the Woodham Ferrers Village Hall is the Parish Council of Woodham Ferrers and Bicknacre.
4. **Managing Charity Trustees:**
 - 4.1 The Woodham Ferrers Village Hall Committee is a registered (Reg. No. 301441) charity with the Charities Commission.
 - 4.2 A minimum of 3 members of the management committee become Trustees of that charity.
 - 4.3 The Managing Trustees are required to act reasonably and prudently ensuring the charity complies with the Trust Deed, this constitution and the legal requirements of the Charities Commission.
5. **Object:**
The objects of the Committee are:
 - 5.1 To abide by the terms of the Trust Deed relating to the Premises for the benefit of the Woodham Ferrers Rural Community Council, dated the 15th May 1939 between The Parish Council of Woodham Ferrers and the Rev. Canon A.E. Hall (on behalf of the Committee).
 - 5.2 To provide the general management and control of the Premises for the benefit of the residents of the Village of Woodham Ferrers and its vicinity, without distinction of sex, race, politics, religion, age or gender.
 - 5.3 In the event that the Committee ceases to exist, management of the Village Hall shall pass to the Parish Council.
 - 5.4 To abide by the terms and conditions of the Charities Commission pursuant to its charitable status as Charity No. 301441.

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6. **Membership:**

The membership in the said Committee shall consist of no more than 22 members, to be confirmed at the Annual General Meeting.

6.1 The organisations, which are regular users of the Premises, shall each have the right to appoint one member of the Committee on the occasion of each annual appointment of members.

6.2 In addition to the members appointed as above, the Committee shall have the power to co-opt not more than 10 members to represent interests in the said Parish not represented by any Organisation.

6.3 All members of the Committee are expected to regularly attend all meetings of the Committee. In the event a member is unable to attend, prior notice of absence should be given to the Chairperson or the Secretary.

6.4 All members of the Committee shall retire annually at the Annual General Meeting. Every Organisation entitled to appoint a Member of the Committee to take the place of a member retiring at an Annual General Meeting shall make the appointment at any time within one month before the Annual General Meeting, at which the retiring Member of the Committee shall retire.

6.5 A member of the Committee may at any time, resign their membership (either immediately or at some later date specified by the member) by notifying such resignation by written notice to the Chairperson.

6.6 A vacancy arising from the death, resignation or removal of a Member of the Committee shall be filled by the Organisation, which appointed such Member and the person so appointed shall retire at the time when vacating Member would have retired. In the event of a vacancy arising through the death, resignation or removal of a Member of the Committee appointed by the Annual General Meeting, the Committee shall have the power to fill such vacancy until the next Annual General Meeting.

6.7 The proceedings of the Committee shall not be invalidated by any vacancy among its Members or by any defect in the appointment or qualification of any Member.

7. **Executive Committee:**

7.1 Members of the Executive Committee shall be elected annually at the Annual General Meeting by Nomination and Seconded, followed by a vote of all those present at the Meeting.

7.2 The Executive of the Committee shall comprise of the Chairperson, Vice Chairperson, Treasurer, Secretary and Booking Secretary.

7.3 No person shall hold more than one position on the Executive Committee at any one time or serve in the same position for more than 3 years or remain on the Committee for more than 5 years. If no one is available to fill the post, the incumbent shall remain in the post until another candidate is elected.

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- 7.4 A member of the Executive Committee may at any time resign their membership by written notice to the Chairperson or Secretary at least one month prior to the intended date of such resignation.
- 7.5 The Executive Committee shall have the power to make emergency decisions concerning the Premises, such decisions to be ratified by the whole Committee at its next meeting.
- 7.6 A quorum of the Executive Committee shall be 3 out of 5 members.
8. **Annual General Meeting:**
- 8.1 There shall be an Annual General Meeting to be convened by the Committee in the month of March in each year, by one week's notice to be affixed to some conspicuous part of the Trust premises and at least one other conspicuous place in the Parish, to the residents of the Parish of the age of 18 years or upwards, for the purpose of receiving the Report and Accounts of the Committee and for accepting the resignation of members of the Committee and for the purpose of appointing members under Clause 6.2 hereof and for taking such action as it may decide under Clause 6.6.
- 8.2 The Annual General Meeting must be held within four months of the end of the Committee's financial year.
9. **Auditor:**
- 9.1 The Annual General Meeting shall elect or appoint an Auditor or Auditors.
- 8.2 The Auditor/s shall examine and audit all the books and accounts of the Committee annually and have the power to call for all books, papers, accounts, receipts, etc. of the Committee and report thereon to the Annual General Meeting.
10. **Finance:**
- 10.1 The financial year for the Committee shall cover the period from the first day of January until the last day of December of each and every year.
- 10.2 Responsibility for keeping record of expenditure and monitoring the budget shall rest with the Treasurer.
- 10.3 All funds of the Committee shall be deposited into the Committee's accounts at such bank or recognised financial institution as the Executive Committee may determine.
- 10.4 The signatories to the Committee's account/s will be any two of the following:
- Chairperson
 - Vice Chairperson
 - Treasurer
 - Secretary
 - Booking Secretary
- provided that the signatories are not related.

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- 10.5 All property and income from the Committee will apply solely to the benefit of the Premises and no part of that property or income shall be paid or otherwise distributed, directly or indirectly, to Committee members, except in good faith in the promotion and benefit of the Premises.
- 10.6 The Treasurer will submit an audited Annual return to the Charity commission as required by the relevant Charities Act.
11. **Alterations to the Constitution and By-laws:**
- 11.1 No alteration, repeal or addition shall be made to the Constitution, except at the Annual General Meeting, or General Meeting called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to all members of the Committee fourteen (14) days prior to the Annual General Meeting, or seven (7) days prior to a General Meeting called for such purpose.
- 11.2 Alterations to any By-laws which may be deemed necessary, can be made only at Committee meetings and shall only have effect if passed by seventy-five (75%) majority.
12. **Interpretation:**
- Any question of procedure, which is not covered by the Constitution, shall be decided upon a majority vote of the Committee. The question shall then be referred to the next Annual General Meeting in the form of an amendment to the Constitution.