

WISBOROUGH GREEN VILLAGE HALL TRUST

The Trustees of Wisborough Green Village Hall Trust are responsible for managing and controlling the Trust Property which duties they carry out through the Wisborough Green Village Hall Trust Executive Committee (hereinafter referred to as the Executive Committee for ease of reference).

The following constitution defines the duties and responsibilities of the Executive Committee.

NAME:

WISBOROUGH GREEN VILLAGE HALL TRUST EXECUTIVE COMMITTEE, hereinafter called the Committee.

DUTIES/RESPONSIBILITIES:

1. To manage and control all the assets of the Trust Property in accordance with the Terms of the Trust Deed for the benefit of the local community.
2. To maintain the fabric of the buildings and other areas in good order.
3. To arrange suitable insurance for Buildings, Contents, Public and Employers Liability and to keep such cover in force at all times.
4. To ensure that the Trust Property is managed in such a way as to be financially viable.
5. To determine the terms and conditions upon which the Trust Property may be used and the sums (if any) to be paid for such use
6. To keep proper accounting records of all transactions relating to monies collected or spent by the Committee or by any sub-committee to which the Committee may have delegated authority to collect or spend monies
7. To prepare reports of such transactions and balances as may be required to assure prudent financial management and to comply with all relevant lawful requirements
8. To control the appointment, retirement and continuity of Trustees
9. To appoint sub-committees and delegate to each such authority as seen fit by the Trustees
10. To comply with the statutes, regulations and lawful requirements of the Charity Commission and in particular the Charities Act 2011 and the Trustee Act 1925.
11. To hold an Annual General Meeting each year as required by the Charity Commission
12. To prepare an Annual Report and Financial Statement as required by the Charity Commission
13. To comply with the terms of this Constitution.

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THE PROPERTY:

The property is Wisborough Green Village Hall, School Road, Wisborough Green, RH14 0DU and adjacent Car Park together with the Old Workhouse and adjacent garden, all of which is owned by the Parish Council. The Executive Committee (Managing Trustees) is responsible for the property by way of a lease from the Parish Council dated 3rd June 1957 for a term of ninety nine years at an annual rent of £1.00 from 8th September 1956. The Leasehold interest in the Trust Property is vested in the Official Custodian (Charity Commission) as the Holding Trustee.

TRUSTEES:

The Village Hall is a Charity (No.276065) under the terms and regulations of the Charity Commission.

The Executive Committee shall consist of at least eight Managing (Charity) Trustees at any one time comprising :

- Five volunteer Trustees appointed from the local community of Wisborough Green and the neighbourhood
- Three Trustees nominated by Wisborough Green Parish Council
- Plus one additional Trustee each nominated by the following local organisations :
 - i. Wisborough Green Parochial Church Council
 - ii. Wisborough Green Women's Institute
 - iii. Wisborough Green Horticultural Society

If any or all of the above 3 organisations decide not to nominate a candidate, the Executive Committee shall be regarded as fully constituted without such additional Trustees.

The Term of Office for each Trustee shall be 3 years.

A Trustee shall retire at the Annual General Meeting immediately following the expiry of his/her term, but may be re-appointed for a further term if he/she is willing to continue and subject to the usual conditions of Trustee appointment.

Trustees shall be appointed in accordance with Section 36 of the Trustee Act 1925. On appointment, each Trustee shall declare their eligibility and responsibility by signing the Trustee Declaration form.

COMPOSITION OF THE COMMITTEE:

The Committee shall comprise:

1. Chairman
2. Treasurer

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3. Minutes Secretary
and at least five other Trustee members

COMMITTEE PROCEEDINGS:

1. The Committee shall hold an Annual General Meeting plus one interim meeting each year.
2. A quorum shall be considered to be no less than 5 members , or 60% of the Committee for carrying on the business of the Committee.
3. Minutes shall be taken at each meeting and circulated to all Committee members and to the Parish Council.
4. Routine management decisions shall be taken by a simple majority of members present at a meeting provided that a quorum exists. The Chairman shall have a casting vote where no clear majority exists.
5. Strategic decisions shall be notified to all Trustees in advance by written Resolution which must be passed by at least 60% of the Trustee members whether or not present at the meeting at which the Resolution is considered. Members who are unable to attend shall be entitled to vote by written proxy through an attending member or via the Chairman
6. A meeting to discuss any urgent business which occurs between normal Committee meetings may be called by the Chairman or by any other member giving at least five days' notice of such a meeting.
7. In the absence of the Chairman, a meeting shall be taken by another member nominated and agreed upon by all members present.
8. Agenda shall be sent out to Committee members with the minutes of the previous meeting not less than fourteen days prior to the next meeting.
9. Dates of Committee meetings shall be decided at the Annual General Meeting.
10. The Committee shall have the power to make and vary the rules for the conduct of its business and for the summoning and conduct of its meetings, provided that notwithstanding any such rules the number of members that shall form a quorum at its meetings shall never be less than 50% of the members of the Executive Committee.

SUB-COMMITTEES:

The Executive Committee shall appoint such sub-committees as it sees fit in order to promote and maintain effective control and management of day to day activities. The Committee may delegate such powers as it sees fit to such sub-committees which shall be expressed in a written Constitution for each sub-committee.

Each sub-committee shall act at all times solely within the powers delegated to it through its Constitution.

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ANNUAL GENERAL MEETING

The Committee shall organise an Annual General Meeting each year, usually in November, which shall be advertised in the Parish Magazine. The purpose of this meeting shall be to :

- i. report on the activities of the Committee (and sub-committees)
- ii. receive the Annual Report and Accounts
- iii. appoint/re-appoint Trustees
- iv. elect/re-elect officers of the Committee

FINANCES:

1. The Finances shall be managed by the Treasurer, appointed from within the Committee. All accounts, both expenses and receipts, shall be dealt with by the Treasurer through bank accounts set up for the purpose.
2. The Treasurer will present the current financial position at each Committee meeting for agreement by, and comments from the Committee.
3. Signatories for the bank accounts shall be The Treasurer, The Chairman and one other Committee member. Two such signatories are required for each cheque.
4. The accounts shall be examined by an independent, qualified person each year so that approved accounts may be presented at each A.G.M.

DISSOLUTION:

If at any time it is the opinion of the majority of the Committee, for reasons of finance or otherwise, that the use of the Property in whole or in part should be discontinued and such a decision is passed by a resolution of the Trustees, a meeting of the adult members of Wisborough Green and the neighbourhood shall be called. A period of fourteen days notice shall be given, setting out the reasons for calling such a meeting. Notice of the meeting shall be placed in the local press and the Parish magazine. Any decisions, for discontinuation or otherwise, taken at the meeting shall be carried out by the Committee.

The Trustees shall advise the Parish Council of their intention to consider a resolution to dissolve the Trust in whole or in part prior to calling the required meeting of the community.