

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 Executive Committee oversees the whole Trust Property which comprises two distinct components :

1. The Village Hall and adjacent Car Park managed as Community assets
2. The Old Workhouse and adjacent garden managed as Residential assets

By an Agreement between the Trustees and Wisborough Green Parish Council, the Village Hall Car Park is designated a public car park and in consideration of this designation, the Parish Council has agreed to continue to maintain and upkeep the car park at its own expense.

Through the following constitution, the Executive Committee delegates day to day management and control of the Village Hall to the sub-committee specified below.

NAME:

WISBOROUGH GREEN VILLAGE HALL MANAGEMENT COMMITTEE, hereinafter called the Committee.

DUTIES/RESPONSIBILITIES:

1. On behalf of the Executive Committee, to manage and control the Village Hall for the benefit of the local community.
2. To run the Village Hall in such a way as to maintain the fabric of the building and public areas in good, safe working order for the community to use for various activities.
3. To ensure adequate insurance is in place for Buildings, Contents and Public and Employers Liability at all times.
4. To ensure the Village Hall is managed in such a way as to be financially viable at all times.
5. To keep proper accounting records of all transactions relating to monies collected or spent by the Committee
6. To prepare reports of such transactions and balances as may be required by the Executive Committee
7. To comply with the wishes of the Executive Committee and with the statutes, regulations and legal requirements of the Charity Commission, Chichester District Council and the Performing Right Society.
8. 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 which is owned by the Parish Council and leased to the Executive Committee (Managing Trustees).

COMPOSITION OF THE COMMITTEE:

The Committee shall comprise :

At least five members of the Executive Committee (Trustees), including Chairman and Treasurer.

A Minutes Secretary shall be appointed from the Trustee members.

The Executive Committee may appoint further non-Trustee members to the Committee to assist with day to day management of the Committee's affairs.

Such members of the Committee are invited to join, and may resign at any time providing a minimum of three months' notice in writing is given to facilitate the finding of a replacement

A Bookings Secretary shall be appointed from either Trustee or non-Trustee members.

COMMITTEE MEETINGS:

1. The Committee shall hold meetings approximately every six weeks to conduct the business of the Hall.
2. A quorum shall be considered to be no less than six members , or 50% 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 Executive Committee.
4. It may be necessary from time to time to form Sub-Committees for the purpose of overseeing a particular project. Members of these Sub-Committees shall be drawn from within the Committee and may be supplemented by co-opting other members of the general community, if further expertise or assistance is required. All Sub-Committees shall report to the full Committee before any action is taken and separate minutes shall be taken of all sub-committee meetings.
5. In the absence of the Chairman any meeting shall be taken by the elected Vice-Chairman. If there is no elected Vice-Chairman, the members present at the meeting may elect one member to act as Chairman for that particular meeting.
6. Agenda shall be sent out to Committee members with the minutes of the previous meeting not less than seven days before the next meeting.

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7. Dates of Committee meetings shall be decided at the end of the previous meeting.
8. Any decisions made at Committee meetings must have the support of at least 75% of the Committee present at the time.
9. A meeting to discuss any urgent business which occurs between normal Committee meetings may be called by the Chairman or by a minimum of four members of the Committee giving three days notice of such a meeting.

ANNUAL GENERAL MEETING

The Executive Committee shall call an A.G.M. each year, usually in November, which shall be advertised in the Parish Magazine and on the Parish website. The Committee shall prepare a report of its workings and the finances of the Hall which shall be sent to the Executive Committee at least 2 weeks prior to the date of the A.G.M.

WORKINGS OF THE COMMITTEE:

1. All members of the Committee have a set of keys to the Hall for which they are responsible at all times. These keys are for their use and the use of the hirers for which they are responsible.
2. Members of the Committee are responsible for seeing in, showing around and checking the leaving of all hirers or prospective hirers who have been agreed by the Booking Secretary.
3. It shall be the responsibility of the Committee
 - a. to set and monitor all hire charges. Such charges to be displayed on the notice board.
 - b. to look after the day to day running of the Hall.
 - c. to encourage those in the community to use the Hall.
 - d. to make all hirers aware of the rules/conditions of the hire and to make sure they are adhered to.
 - e. to oversee any major capital expenditure in respect of any improvements or major repairs put in place to make the Hall more appealing or safe for use by the community.
4. The Committee has the power to make and alter rules for the conduct of its business to maintain efficient management.

FINANCES:

1. The Finances shall be managed by the Treasurer, appointed from within the Executive 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 shall present the current financial position at each Committee meeting for agreement by, and comments from the Committee.

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3. Signatories for the bank accounts shall be the Treasurer, the Chairman and one other Committee member. Two such signatories shall be required for each cheque.
4. The accounts shall be examined by an independent, qualified person each year such that verified accounts may be presented at each A.G.M.
5. The Committee shall be responsible for ensuring that the income generated through the Property is sufficient to meet the normal expenses and outgoings associated with running the Property and to make some provision for long term capital liabilities that may arise (such as replacing the roof or heating system)

FUNDRAISING:

1. The Committee is responsible for raising additional funds to help support and maintain the Property
2. Currently, fundraising is achieved through the vehicle of the "50 Club". This is a lottery licensed by Chichester District Council.
3. Income and Expenses relating to the "50 Club" are accounted through a separate bank account.
4. Draws for the "50 Club" are made monthly. The results are placed in the monthly Parish Magazine.
5. The Treasurer is the Promoter of the "50 Club"
6. Signatories for the "50 Club" account are the same as for the main account
7. 50% of all monies received from the "50 Club" shall be used for capital expenditure-not for general running costs of the Hall.
8. Subscribers to the "50 Club" are drawn from the wider community and shall be eighteen years of age or older.
9. It may be that from time to time other funds are required for specific projects. The Committee shall be responsible for fundraising initiatives and such projects are to be run within the terms of the Constitution.

DISSOLUTION:

If at any time it is the opinion of the majority of the Committee that, for reasons of finance or otherwise, the use of the Village Hall should be discontinued, a report giving the reasons for such views shall be submitted by the Committee to the Executive Committee.

The Executive Committee has powers to dissolve all or part of the Trust, subject to meeting the conditions set out in its Constitution and the Trust Deed.