

1. Name

Costock Village Hall Management Committee

2. **Aim**

To manage the Costock Village Hall on behalf of the Custodian Trustees of the Charity namely Costock Parish Council.

The hall is intended for the use of the inhabitants of the Parish of Costock without distinction of political, religious or other opinions. Use will include meetings, lectures, classes and other forms of recreation and leisure time occupation with the object of improving and enhancing the life of the said inhabitants.

3. **Objectives**

The Committee will fulfil the aim by:

- Ensuring that the Village Hall is maintained to a good standard to include general internal decorations, the cleaning of the Hall, the inspection and testing of portable electrical equipment, fire extinguishers, gas burning equipment and emergency lighting.
- Rectifying other small issues considered to be general running activities such as changing light bulbs etc.
- Ensuring that the Costock Village Hall complies with current safety and environmental legislation
- Advising Costock Parish Council of any requirements or repairs which relate to the fabric of the building or to fixed items and providing quotations to enable such work to be undertaken.
- Carrying out the letting of the premises to local groups or individuals for activities commensurate with enhancing local well being.
- Organising events with the purpose of bringing the local community together
- Raising funds and receiving contributions where appropriate
- Publicising and promoting the work.
- Taking any action that is lawful, which would help it to fulfil its aims.

The Costock Parish Council will:

- Take financial responsibility for issues relating to the fabric of the building and fixed items. This will not include routine redecoration of the interior or items covered by insurance.
- Take responsibility for the insurance of the premises and the Management Committee whilst involved in hall activities

4. Management

- i. Costock, Village Hall shall be administered by a Management Committee of not less than five (5) people and not more than ten (10) of members elected at the Annual General Meeting, Committee Members must be at least 18 years old. It shall include as a minimum one (1) Parish Councillor who shall communicate matters of importance to the Costock Parish Council and one (1) member each from regular local hirers of the hall and at least 3 members of the local community.
- ii. The officers of the Management Committee shall be appointed by the committee and shall include a Chairperson, a Treasurer, a Secretary, a Booking Secretary and such other officers the committee shall deem necessary.
- iii. The Management Committee shall meet at least twice a year.
- iv. At least four (4) Management Committee members must be present for the Management Committee meeting to take place.
- v. Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have a second vote.
- vi. Any working groups shall be accountable to the Committee

5. Finance

- i. At the beginning of the calendar year, the Management Committee will inform the Parish Council of any known works relating to the fabric of the building so that provision can be made in the forthcoming Parish Council budget.
- ii. Any cheque issued shall be signed by two nominated signatures. Internet banking required 3 signatures for the set up process.
- iii. The Management Committee will ensure that the village hall is managed within the budget.

6. Annual General Meeting

- i. The Costock Village Hall Management Committee shall hold an Annual General Meeting (AGM) at not more than 14 month intervals.
- ii. The Annual General Meeting will normally follow the Annual Parish Meeting
- iii. The business of the AGM shall include:
 1. Receiving a report from the Chairperson of the group's activities and objectives over the year.
 2. Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the hall.

3. Elect a Management Committee for the coming year and consider any other matter as may be appropriate at such a meeting.

The quorum for Annual General Meeting shall be at least Five (5) persons including at least 2 non committee members

7. Trustees (Costock Parish Council) responsibilities.

Subject to the Trustees approving the yearly objectives proposed by the Costock Hall Management Committee, the Parish Council will underwrite any losses from running the Hall for that year. The Parish Council will have the safeguard of representation on the Costock Village Hall Management Committee to monitor running policy and proposals and could thus comment on any ventures that might be judged unwise or financially embarrassing. The kind of contingencies that could turn the current profit into a loss without fault in actual hall management would be a decline in bookings if member organisations fail, large rises in the price of utilities such as gas or electricity etc. Such unforeseen developments could not be easily recouped by increases in hiring rates because any raised rentals levied is that which cannot be met by smaller organisations, if the hall is to provide the full benefit to the community originally envisaged.

8. Alteration of the Constitution

Proposals for amendments to this constitution must be delivered to the Trustees in writing. All amendments are subject to the approval of Costock Parish Council (Custodian Trustee).

9. Dissolution

If the Management Committee decides at any time that on the grounds of expense or otherwise, it is necessary or advisable to discontinue the use of the Village Hall in whole or part for the purposes stated in clause 2 above, it shall call a meeting of the inhabitants of Costock of the age of 18 years and above giving not less than 14 days notice and stating the terms of the proposed resolution. The notice shall be posted in conspicuous places in the Parish and advertised in a local newspaper. Any decision shall be confirmed by three quarters of those present (quorum – 20).

The Trustees may, with the permission of the Charity Commission let or sell the Trust property according to the conditions laid out in the Trust Deed dated 14th August 1974.

10. Adoption of the Constitution

This document should be read in conjunction with the Trust Deed dated 14th August 1974

This constitution was adopted by the members present at the AGM held on:

..... Date

Signed:

..... (Chair of
Management Committee)

..... (Chair of
Parish Council)