

# **CHESWICK GREEN VILLAGE HALL MANAGEMENT COMMITTEE**

## **CONSTITUTION**

THIS CONSTITUTION is made the 14<sup>th</sup> day of March 2018 and relates to the voluntary Committee which manages the interior and exterior structure and fabric of the Village Hall, but excludes the surrounding areas and equipment, on behalf of the Cheswick Green Parish Council which owns the building.

1. The Hall is for the benefit of the residents of the electoral area of Cheswick Green, without distinction of race, religion, sex, political or other affiliation or opinion for use of meetings, lectures, classes and forms of recreation and leisure time occupation and activity with the general objective being to improve the conditions of life and amenities for the said residents.
2. At the Committee's discretion outside organisations and individuals may be permitted use of the Hall provided that this does not prevent use by Cheswick Green organisations and individuals.
3. The Village Hall Management Committee (VHMC) shall consist of a maximum of seven members who are residents of Cheswick Green Parish. At meetings of the Committee a quorum shall consist of four members.
4. The Annual General Meeting (AGM) of the VHMC shall be held each May and will be advertised on the public notice boards four weeks before the meeting. The meeting will be open to the public and will receive reports from the Chairman and Treasurer in respect of the year's activities. Committee members and Officers will be elected at the AGM and nominations and motions must be given in writing to the Secretary three weeks in advance of the meeting.
5. An auditor will also be appointed annually at the AGM.
6. The Chairman shall serve for a period not exceeding three years in any five year period, but may thereafter take up another position within the Committee.
7. In the event of a vacancy on the Committee an advert will be placed on the public notice boards for a replacement member. The Committee will conduct interviews to select a new member.
8. The Committee will use its reasonable endeavours to manage the Hall in a proper and professional manner. The Committee will be responsible for the matters set out in the attached Appendix.
9. The Committee will insure against any liability, any breach of any statutory duty or other legal obligation concerning the Hall and the VHMC.

10. The Committee will maintain proper records of accounts of its management of the Hall and will submit audited copies of those accounts and a report of their activities annually to the Parish Council, within three months of the end of the financial year.
11. The Committee will review and set charges for use of the Village Hall not less than annually.
12. The Committee shall establish a contingency fund to cover 6 months running costs should there be a significant lack of bookings.
13. Should the Village Hall require improvements or maintenance beyond the Committee's financial means the Committee will seek funding from outside bodies including the Parish Council.
14. The Committee will in its dealings with third parties, make it clear that the Committee is acting as manager of the Hall on behalf of the Parish Council.
15. The Committee, upon giving six months written notice to the Parish Council may terminate this Constitution.
16. The Parish Council may at any time and without notice, resume management of the Hall should the Committee breach this constitution. In such cases the Committee shall forthwith make available to the Parish Council the accounts, advance booking list and fees together with all other information and records necessary or desirable for the efficient operation of the Hall.
17. In the event of the termination of this constitution or the dissolution of the Committee or for some other reason the Committee ceases to manage the Hall, the funds of the Committee relating to the Hall together with all goods, furniture, furnishings and equipment purchased for the use of the hall and its hirers shall belong to the Parish Council. All such assets should be held separate from any funds the Parish Council holds, and only until a new Management Committee is established
18. This constitution does not create a partnership and the Parish Council retains all rights of legal possession and occupation of the hall.
19. Any notice given under this constitution shall be in writing and sent by Recorded Delivery Post to or delivered personally to the Clerk of the Parish Council.
20. Membership of the Committee is open to any resident of Cheswick Green parish regardless of an affiliation to any organisation. However members sit as individuals and are not representative of any organisation.
21. No member(s) of the Committee will be entitled to any pay for their work, all undertakings are voluntary.

22. Except in special circumstances with the prior approval of the Charity Commission or the Secretary of State, no voting member of the Committee shall take or hold any interest in any property belonging to the Parish Council otherwise than as trustee for the purposes thereof or to receive any remuneration or be interested in the supply of works or goods at the cost of the Parish Council or the Committee.
23. The Committee shall not enter into any financial agreement to borrow money in respect of the Management of the Village Hall.
24. The Committee shall appoint contractors for cleaning of and taking bookings for the Village Hall.

**APPENDIX - RESPONSIBILITIES OF THE VILLAGE HALL MANAGEMENT  
COMMITTEE**

- (a) Insurance of the Hall for the usual perils applicable to a property and in respect of any loss or damage to the users of the Hall or third parties.
- (b) Health and Safety.
- (c) The preparation of annual health and safety risk assessment.
- (d) Logging the details of any faults or dangers that could lead to civil or criminal liability either on the part of the Committee or the Parish Council.
- (e) Maintenance, testing and logging the fire alarm.
- (f) Provision and maintenance of the fire extinguishers.
- (g) Maintenance of emergency lighting.
- (h) Maintenance and annual servicing of the heating system.
- (i) Provision of a safety inspection of electrical circuits and equipment every 5 years. (in line with Insurance company requirement)
- (j) Maintenance of the kitchen and toilet facilities in accordance with the requirements of public safety.
- (k) Repairs, maintenance and decoration of the Hall.
- (l) Cleaning of the Hall.
- (m) Repair, maintenance and replacement of furniture and equipment.
- (n) Security arrangements.
- (o) Pest control.
- (p) Environmental health and fire officer inspections.
- (q) Clearing of the drains serving the Village Hall to the external walls of the Hall.
- (r) Presentation by the Committee to the Parish Council of any proposed schemes or items of major expenditure in respect of matters set out or referred to in this constitution for inclusion by the Parish Council in its annual financial budget. The Parish Council to be advised no later than 31st October.

*Signed* : M. Gosling Date of signing : 14/3/18

*Position* : Chairman Cheswick Green Parish Council

*Signed* M. Williams Date of signing ; 16/4/18

*Position* : Chairman Cheswick Green Village Hall Management Committee