

# Stocklinch Village Hall Governing Constitution

Stocklinch  
Ilminster

*Terms used in this document:*

|                   |   |   |
|-------------------|---|---|
| AGM               | – | Annual General Meeting  |
| SGM               | – | Special General Meeting   |
| SVH               | – | Stocklinch Village Hall   |
| Trustee           | – | Each individual member of the SVH Charity                           |
| Trustees          | – | More than one trustee   |
| Trustee committee | – | The group of trustees that make up the committee of the SVH Charity |

Stocklinch Village Hall is a registered charity governed by this Governing Constitution which embodies the objectives and aims of the charity.

## **1. History**

Stocklinch Village Hall (SVH) was originally bequeathed to the Parish Council by Isabel Florence Foster of Stocklinch Manor on 10<sup>th</sup> July 1959. The deeds are held by Stocklinch Parish Council.

On 22nd April 1963 SVH became a registered charity (number 304636) and the Parish Council appointed an independent board of trustees to run, maintain and manage Stocklinch Village Hall. In addition, these trustees are responsible for the organisation and running of events, dinners, meetings and social gatherings for the benefit of all villagers of Stocklinch.

## **2. SVH Finances and Operation of Bank Accounts**

Recording of financial transactions and preparing management reports shall be delegated to a trustee who is to be designated as Treasurer. *(If no one is able to provide this service, then such a service may be secured through a financial services provider as agreed by the trustee committee.)* If a treasurer is not appointed then the Chairman shall report on the financial position at each meeting of the trustee committee.

All requested payments shall require support of receipt(s) or a petty cash request and payment will require 2 of 3 signatories/agreement who shall be the Chairman, Treasurer, Deputy Chairman or Secretary. Counting of cash donations will require any 2 trustees.

The trustees have the power to borrow and invest funds and seek grants & donations in pursuance of, and delivery of, the SVH objectives and organise activities & fundraising events to achieve an overall surplus each year. A summary of the up to date financial position of SVH shall be reported by the Chairman/Treasurer to each meeting of the trustee committee.

Money and property may only be used only for the furtherance or delivery of the charity's aims and objectives.

### **3. Accounting**

SVH accounts are entirely independent from Stocklinch Parish Accounts and the SVH trustees are responsible for submitting SVH accounts to the Charity Commission. *(Whilst SVH's annual income is below £10,000, only income and expenditure are required by the Charity Commission; although detailed accounts are kept.)*

The trustees shall propose at each AGM that an appropriate independent examiner be appointed to scrutinise and report on the SVH accounts.

The most recent annual accounts may be seen by anybody on request or are available online at [www.gov.uk/government/organisations/charity-commission](http://www.gov.uk/government/organisations/charity-commission)

#### **NOTE:**

*Stocklinch Parish Accounts are audited internally by an accountant and forwarded to the Audit Commission. It is a requirement of SVH Trustees that the Chairperson attend the Parish Council Annual Parish Council meeting in May and submit a report of its activities and financial position to the council.*

### **4. Governing Constitution**

SVH trustees have adopted as their Governing Constitution a 'cradle to grave' approach when planning all events for Stocklinch Villagers and to provide a community asset for promoting the social welfare of all villagers regardless of age, race, ability, creed or belief.

It is the Trustees' aim to:

- a) Encourage social engagement
- b) Offer events that educate and inform
- c) Provide events that assist people in appreciating various art forms.
- d) Provide gatherings where villagers can meet, eat, chat and enjoy social interaction
- e) Organise events that encourage & maintain good health & fitness.
- f) Provide a place to meet
- g) Provide an asset & events that are available to all villagers.

The SVH trustees do not believe that financial hardship should prevent any villager from attending or enjoying events, so it is the aim of the SVH trustees that villagers should be free to donate what they wish to SVH in support of its aims and events.

The trustees shall maintain the Hall and land in good order.

### **5. Operation**

The control and management of Stocklinch Village Hall, land and assets resides through the trustees of SVH. Stocklinch village defined as being: Ilford Bridges, Winsmore Hill, Tunway, Stoney Lane, Owl Street, Owl Street Lane.

Trustees of SVH shall be residents of Stocklinch as defined above and be 18 years of age or over. Only appointed SVH trustees, elected to serve as Trustees

are eligible to vote at the AGM or SGM.

The Annual General Meeting shall be held in the Spring each year. Villagers will be advised of the date, time and venue for the AGM by a notice posted at the Village Hall and/or by email at least 2 weeks before the meeting.

The AGM shall have the power to add to, delete from and amend this constitution except where doing so would breach the original Isabel Florence Foster, Deed of Gift.

The trustees may at any time convene a (SGM) Special General Meeting by giving 14 days' notice of the time, place and purpose and only the business for which the required notice has been given will be transacted at such a meeting.

The trustees have responsibility of all matters relating to the land and assets of the Hall - the trustees shall carry on the management of the Hall.

## **6. TRUSTEES & MEETINGS**

Trustees must hold at least 3 meetings each year.

The officers shall be a Chairman, Deputy Chairman, Treasurer and Secretary who shall be elected at the Annual General Meeting by a simple majority of the trustees present. In the event of a vacancy between AGMs, acting officers may be elected by the trustee committee to serve until the next AGM. Existing officers may stand for re-election but must be nominated and seconded. Trustees will act by majority decision.

The Chairman for the AGM, SGMs and ordinary meetings shall be the current chairman of the trustees. If the chairman is absent then the deputy chairman will preside. If a quorum (*a quorum is a minimum of 3 trustees*) is not present by 15 minutes after the appointed time, the Chairman shall adjourn the meeting and due notice will be given of a new date and time to reconvene the meeting.

Only the trustees of SVH shall be eligible to vote. At least 3 trustees must be present at the meeting to be able to take decisions. Resolutions will be carried by a simple majority of those present at the meeting eligible to vote except for resolutions to amend the Constitution which shall require 66% (two thirds) of those present and eligible to vote to be in favour.

If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

The trustee committee should, if possible, include a villager with disabilities. Any other eligible villager seeking election must be proposed and seconded in writing to the Chairman at least 7 days before the AGM.

During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM but may be re-proposed & seconded at the next AGM.

The trustees may make reasonable additional rules to help run and achieve the objectives of the SVH charity. These rules must not conflict with this constitution or current legal UK, or where appropriate, EU legislation.

Minutes shall be kept for every meeting

## **7. Reports to the AGM**

The AGM shall receive a report from the Chairman of the trustees on the activities and developments during the previous year along with a summary of Income and Expenditure for the year ending 31st March. The treasurer will present the accounts and discuss the contents in details as required.

## **8. Management**

The trustees shall establish, and update from time to time as required, rules for the use of the Hall and the conduct of users. It shall ensure that all Risk assessments and tests to comply with health and safety, fire and other regulations be carried out and that insurance to cover the building, contents, employer, public liability and trustee liability be in place at all times. The trustee committee can reject applications for hire of the Hall and terminate hires which are found to have breached the rules.

The trustee committee's decision is final and no appeal is available. Communication with Officers, individual trustees, the trustee committee, villagers and the General Public may be undertaken by all viable mediums including email, telephone and written material of all kinds.

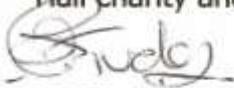
A website exists and is updated regularly and all Village Hall activities shall be promoted and advertised. This also contains rules of hire and current risk assessments.

## **9. Procurement of Services and Works**

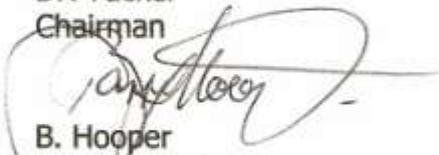
The trustee committee shall seek at least 2 quotations for the supply of services in connection with the activities in the Hall and the carrying out of works at the Hall unless the service/work is of an urgent nature, or must be completed in a specific time period, or only one supplier can meet the specification.

To reflect modern day requirements, regulations and developments along with Charity Commission recommendations, this document is the adopted SVH Governing Constitution.

This constitution was amended and adopted on .....18<sup>th</sup> August.. 2015..... by those whose signatures appear below. They are the trustees of the Stocklinch Village Hall charity and will be the trustees until the AGM.

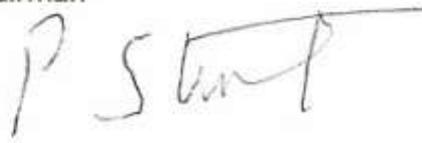


DR Tucker  
Chairman



B. Hooper  
Deputy Chairman

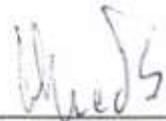
P. Stewart  
Treasurer



M. Dobson  
Secretary



Lesley Leeds



Henry Leeds



Sue Tucker



Gail Hooper



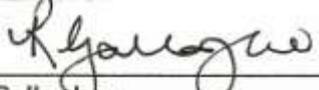
Sarah Catchpole



NO TRUSTEE SHOULD BE HERE 

~~John Dobson~~

Rosie Gallagher



Rob Rainbow



John Gauterin



Stephen White

