

BARNINGHAM VILLAGE HALL

CONSTITUTION

1 AIMS

The aims of the Village Hall shall be:

To provide the Hall for the use of the inhabitants of the Parish of Barningham

For any other purpose the Management Committee may allow as long as it does not interfere with the above.

2 POWERS

In order to achieve the aims of the Village Hall, the Management Committee may:

- a) Take whatever action necessary to manage the Hall to a high enough standard for use by the Public
- b) Let the Hall in accordance with the Aims of the Hall
- c) Annually review charges for the use of the Hall and to set the charges for the following year
- d) Raise money for maintenance of the Hall
- e) Open Bank accounts
- f) Borrow money subject to approval at an AGM
- g) Take out insurance
- h) Employ staff
- i) Do anything that is lawful which will help it fulfil its aims

3 MEMBERSHIP

- a) Membership of the Village Hall shall be open to any person aged over 18 living in Barningham or to any person who is invited to become a member of the Management Committee, who is interested in helping the Village Hall to achieve its aims and willing to abide by the Constitution of the Village Hall.
- b) Every individual member shall have one vote at Annual General Meetings or at Extraordinary General Meetings.
- c) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.
- d) All members are entitled to attend part of a Management Committee meeting when any specific issues raised by them are discussed.

4. MANAGEMENT COMMITTEE (hereinafter constituted as the Charity Trustees)

- a) The Village Hall shall be administered by a Management Committee of not more than 12 persons consisting of Officers and members elected at the Village Hall's Annual General Meeting (AGM)
- b) The mix of Officers and members of the Committee can be amended at an AGM but shall not exceed 12 persons in total.
- c) The Officers of the Management Committee shall be: Chairperson, Vice Chairperson, Treasurer, Secretary, Lettings Secretary, Health and Safety Officer, Buildings Maintenance Officer.
- d) The Management Committee shall meet at least 4 times a year.
- e) The Chairperson shall chair all meetings of the Village Hall. However, should the Chairperson not be available for a scheduled meeting, the Vice Chairperson will chair the meeting.
- f) The quorum for Management Committee meetings shall be 4 members.
- g) Voting at Management Committee meetings shall be by show of hands. The Chairperson shall have a vote but if there is a tied vote then the Chairperson shall have a second or casting vote.
- h) The Management Committee may by a two-thirds majority vote and for a good and proper reason remove any Management Committee member, provided that person has the right to be heard before a final decision is made.
- i) The Management Committee may appoint another member as a Management Committee member to fill a vacancy provided the maximum number is not exceeded.
- j) No important material decisions can be taken by any individual Management Committee member without prior Committee approval. However, in the case of emergency and urgency, decisions may be made by the Chairperson, plus one other Management Committee member.
- k) For any decisions required between Management Committee meetings a minimum of two-thirds of the current Management Committee are required to vote by email.
- l) Any Officer is permitted to agree expenditure of up to £300 in between meetings to maintain the smooth running of the Village Hall.

5. DUTIES OF THE OFFICERS

- a) **The duties of the Chairperson should include but are not limited to:**
 - chair meetings of the Management Committee
 - represent the Village Hall at functions/meetings that the Village Hall has been invited to
 - act as spokesperson for the Management Committee of the Village Hall when necessary

- b) **The duties of the Secretary should include but are not limited to:**
 - take and keep minutes of meetings
 - prepare the agenda for meetings of the Management Committee
 - deal with correspondence when required
 - collect and circulate any relevant information concerning the Village Hall

c) **The duties of the Treasurer should include but are not limited to:**

- supervise the financial affairs of the Village Hall
- keep proper accounts that show all monies collected and paid out by the Management Committee of the Village Hall
- make all necessary filings with Charity Commissioners and Tax Authorities
- ensure that all relevant insurances are maintained and up to date
- ensure that any payments made are in accordance with the Bank mandate

d) **The duties of the Health and Safety Officer should include but are not limited to:**

- ensure that the Village Hall and equipment meets current Health and Safety requirements and is maintained in a safe condition for all users
- provide such advice and information as is necessary regarding Health and Safety for Management Committee members, hirers, users and other visitors

e) **The duties of the Buildings and Maintenance Officer should include but are not limited to:**

- ensure the Village Hall building and grounds are maintained in a safe condition for use by all users
- provide such advice and information as is necessary regarding maintenance for Management Committee members, hirers, users and other visitors

f) **The duties of the Lettings Secretary should include but are not limited to:**

- Manage all hire enquiries
- Maintain a master diary
- Invoice hirers and collect deposits with the treasurer
- Ensure compliance with hall's hire agreements and safety regulations

6. FINANCE

- a) Any money obtained by the Village Hall shall be used only for the Village Hall
- b) Any bank accounts opened for the Village Hall shall be in the name of the Village Hall
- c) No monies can be borrowed unless agreed at the AGM or EGM

7. ANNUAL GENERAL MEETING

- a) The Management Committee of the Village Hall shall hold an Annual General Meeting (AGM) within 6 months of year end (31st December).
- b) All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be no fewer than 6 members.
- c) The notice of the AGM shall be posted on the Village Hall notice board
- d) The business of the AGM shall include:
 - receiving a report from the Chairperson on the Village Hall's activities over the year
 - receiving a report from the Treasurer on the finances of the Village Hall
 - considering any other matter as may be decided.

8. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting may be called by any member of the Management Committee to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Extraordinary General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

9. ALTERATIONS TO THE CONSTITUTION

Any changes to this Constitution must be agreed by at least 75% of those members present and voting at any General Meeting.

This Constitution was adopted at a general meeting of the Village Hall on 8th May 2026

Signed by: *Carol Weaver*

Chairperson.