This CONSTITUTION of the

SHIMPLING VILLAGE HALL MANAGEMENT COMMITTEE

has been drawn up and agreed by the full Committee on the 2010.

The Constitution has been produced as a result of the Committee’s resolution that the First Schedule of the CONVEYANCE dated the 7th July 1953 does not reflect the present ways and means of the village or the needs of its inhabitants.

1. The Village Hall and the parcel of land upon which it is situated is held in Trust by the Parish Council which is responsible for their maintenance, repair, improvement, insurance, rates and taxes.
2. The Management Committee is responsible to the Parish Council for the general management, organisation, letting and control of the use of the hall for the purpose of entertainment, recreation and social gatherings or otherwise to the benefit of the inhabitants of the Parish and adjacent parishes, without distinction of sex, political, religious or other opinions.

It is the duty of the Management Committee to draw the attention of hirers to the Health and Safety Regulations and the importance of their compliance.

1. The Management Committee shall consist of not more than ten members who will be elected annually at the Annual General Meeting to be held in the village hall, no later than 4 weeks after the Annual Parish Meeting each year, the date for which shall be announced at the Annual Parish Meeting held in May and posted on the notice board outside the hall at least one week before the meeting in June.
2. The Committee may co-opt temporary members from time to time to provide additional knowledge, expertise or assistance for particular matters or events.

The Committee shall elect a Chairman at its first meeting following the AGM who will serve for a period of one year, and also appoint a Treasurer and other unpaid officers as may be required.

A quorum shall consist of a third of the elected members but never less than three.

Prior to the AGM each year the Committee shall approach the Parochial Church Council, Women’s Institute and any other recognised organisation, which may be formed in the village, as to whether, if there is not already a representative among the elected members, they wish to nominate a person to sit in on the Committee’s meetings.

1. All income generated by activities held in the hall or donated shall be paid into a national Bank account in the name of the Shimpling Village Hall.

Any expenditure shall be by cheque signed by two signatory members of the Committee, unless a special cash payment has to be made upon instruction of the Chairman.

The monies in the account shall be used as the Committee shall decide in meeting the costs of providing equipment for use in the hall, the cleaning, the cost of putting on entertainment for the benefit of the village, and others, including for the electricity and water used for heating lighting and kitchen and other consumables.

Annual Accounts will be drawn up by the Treasurer to the end of each financial year on the 31st March, and after being audited by a suitable elected person, shall be presented to the Committee at the following Annual General Meeting.

6. If the Committee by a majority decides at any time that on the grounds of expense or otherwise it is necessary or advisable to discontinue the use of the Trust premises as indicated above it shall immediately advise the Chairman of the Parish Council accordingly.

1. This CONSTITUTION is not intended in any way to usurp the powers of the Parish Council to act as Trustees of the Village Hall in accordance with the CONVEYANCE of the 7th July 1953.

Signed on behalf of the Management Committee

Chairman ………………………………….

Member …………………………………..

Signed on behalf of the Parish Council.

Chairman ………………………………….