

CONSTITUTION FOR THE SHALFLEET VILLAGE HALL MANAGEMENT COMMITTEE

The Village Hall in Shalfleet, together with the church, the churchyard and meadow beside the Hall, is managed on behalf of the Diocese of Portsmouth by the Parochial Church Council of St Michael the Archangel, Shalfleet. To ensure this valuable asset is properly managed on behalf of the Church, a Management Committee has been set up along the lines outlined below.

1. NAME

The name of the Committee, which is a committee of and responsible to the Parochial Church Council of the Parish of St Michael the Archangel in the Diocese of Portsmouth (“the PCC”), shall be the **Shalfleet Village Hall Management Committee** (“the Hall Committee”).

2. OBJECTS

The objects of the Hall Committee are:

- 2.1. To provide an attractive and well-resourced meeting place and associated facilities for recreation, education and wellbeing of those residing in the civil and ecclesiastical parish of Shalfleet and elsewhere in the locality, irrespective of gender, sexual orientation, race, political, religious or other opinions;
- 2.2. To provide an attractive, low cost and well-resourced meeting place for the PCC and any other civil or ecclesiastical bodies having regard to the interests or well being of the Church and those living in the locality;
- 2.3. To provide funds to assist with the maintenance and running costs of Shalfleet Church, its Hall, grounds and churchyard, and where possible to improve and develop these facilities.

3. POWERS

In furtherance of the Objects but not otherwise the Hall Committee shall have power

1. To raise funds and invite and receive contributions by subscription or otherwise, provided that the Hall Committee complies with all relevant statutory requirements and does not engage in any permanent trading activity in raising funds for its charitable objects.
2. To do all such other lawful things as are necessary for their achievement.
3. To arrange hirings of the Hall at any time, except for Sunday mornings (unless by consultation with the Churchwarden) and when required as a polling station for elections.
4. To publish a Terms and Conditions of hire and require all hirings to comply.
5. To ensure that all insurance and licences required for the Hall and its operation are in place; to maintain and comply with a Health and Safety Policy and all requirements of the fire and local authorities and other statutory bodies as to the use and occupation of the Hall, this to include all relevant safety

testing.

6. To advertise the availability of hiring the Hall and to keep a website to further its Objects.

4. MEMBERSHIP

Membership of the Hall Committee shall be open, irrespective of gender, sexual orientation, political opinion, nationality or religion or race to any person aged eighteen years or over living in the locality. The Hall Committee shall comprise the incumbent and no less than three members, appointed by the PCC.

- 4.1. The Chair, Secretary, Bookings Secretary and Treasurer shall be appointed by the PCC and these appointments shall be subject to annual renewal at the Annual Parochial Church Council Meeting.
- 4.2. Every member of the Hall Committee must consent in writing to his or her appointment and sign the minute book to that effect.
- 4.3. Executive committee membership shall be barred to persons who have been convicted of criminal offences where such offences are unspent.
- 4.4. A member of the Hall Committee may be expelled forthwith for misappropriation of funds or any other gross misconduct, including bringing the Hall Committee into disrepute, or for persistent failure to attend regular meetings.
- 4.5. In the event of dispute as to whether a member has ceased to be a member or been validly expelled by the Hall Committee there shall be a right of appeal to the PCC.
- 4.6. The Hall Committee may from time to time co-opt non-members, but they will not have voting rights.

5. MANAGEMENT

The Hall Committee shall, via a PCC member, report on its activities at PCC meetings and present a written report and accounts at the Annual Parochial Church Meeting.

- 5.1. The duties of the Chairperson shall be to preside over meetings of the Hall Committee and exercise a casting vote where necessary.
- 5.2. The duties of the Secretary shall be:
 - 5.2.1. to conduct the administration of the Hall Committee;
 - 5.2.2. to be responsible for official correspondence;
 - 5.2.3. to prepare agendas for, and notices to convene, Hall Committee meetings;
 - 5.2.4. to prepare and keep minutes of all meetings and circulate them to members.
- 5.3. The duties of the Treasurer shall be:
 - 5.3.1. to receive all monies and pay them forthwith into the Hall Committee's bank account;
 - 5.3.2. to pay all outgoings in respect of the Hall;
 - 5.3.3. to maintain and complete accurate up-to-date accounts to be available at every Hall Committee meeting;

- 5.3.4. to prepare an annual report, balance sheet and accounts at the end of each calendar year, to be presented to the Annual Parochial Church Meeting.
- 5.4 The duties of the Bookings Secretary shall be:
 - 5.4.1 to be the public face of the Village Hall, responding to enquiries via phone, email and the website;
 - 5.4.2 to take bookings for the Hall;
 - 5.4.3 to liaise with those making bookings over access to the Hall, ensuring they are familiar with all terms and conditions of its use, including any relevant licences;
 - 5.4.4 to be responsible for opening and closing the Hall for one-off hirers;
 - 5.4.5 to maintain the availability calendar for the Hall, liaising where necessary with the Churchwarden to ensure bookings for the Church or churchyard do not clash with or interfere with bookings for the Hall or its grounds, and vice versa.

6. PROCEEDINGS AT MEETINGS

- 6.1. Every Hall Committee member shall have a single vote and in the event of a tied vote the Chairperson shall have a second or casting vote. A quorum for a meeting shall be three members.
- 6.2. The Hall Committee may conduct its meetings as it thinks fit but shall hold a meeting at least quarterly and an Annual Hall Meeting every year.
- 6.3. The Chairperson shall be entitled to preside at all meetings, but if the Chair person is not present then the members present will choose one of their number to chair that meeting.
- 6.4. In the case of a Hall Committee meeting at least seven days' notice and in the case of the Annual Hall Meeting at least twenty-eight days' notice shall be given of the date and venue.

7. FINANCE

- 7.1. All money, property and other assets of the Hall Committee are managed by the Hall Committee on behalf of the PCC and shall be applied solely towards the achievement of the Objects.
- 7.2. The Hall Committee shall ensure proper accounting methods are kept which provide a true and balanced view of the financial position and transactions of the Hall Committee which shall be available on request to the PCC Treasurer and other members of the Hall Committee.
- 7.3. The accounts shall be provided to the PCC by the last day of February for inclusion in their annual accounts, of which they form an integral part, and subject to independent examination.
- 7.4 The financial year of the Hall Committee shall end on 31st December in each calendar year and its accounts shall be prepared to that date.
- 7.5 The Hall Committee shall maintain a bank account at Lloyds Bank PLC and there shall be the Treasurer and up to three other members as approved signatories for

cheques. Only completed cheques should be signed. Any cheque for an amount of £500 or more shall require the approval of the PCC Treasurer. All receipts of the Hall Committee shall be paid forthwith into that account and a full record thereof maintained.

7.6 Internet banking (in place of cheques) is permitted for the Treasurer, and where payments amounting to more than £500 are required, confirmation via email from the PCC Treasurer or Churchwarden should be obtained.

8. PREMISES

8.1 The Hall Committee shall repair and maintain the building and grounds of the Village Hall as necessary.

8.2 The Hall Committee shall keep it in good decorative order, in consultation with the PCC.

8.3 The Hall Committee shall have the gas, electricity, water and drainage connections to the Hall checked by professionally qualified persons whenever necessary, provide evidence to the PCC of regular servicing and examination of the gas and electrical equipment in accordance with statutory requirements and display the relevant certificates at the Hall.

8.4 The Hall Committee shall ensure the fire extinguishers are checked, serviced and maintained in good working order at least once a year by a suitably qualified person and the fire alarm and emergency lighting system is checked, serviced and maintained in good working order at least twice a year by a suitably qualified person.

8.5 The Hall Committee shall also carry out the monthly user systems' checks on the fire alarm and emergency lighting systems and these shall be recorded in the log book.

8.6 The Hall Committee shall ensure there is Public Liability and Employers' Liability insurance cover at all times in respect of the Hall; the Hall Committee shall also ensure there is insurance of the building and its contents.

9. INDEMNITY

9.1. The Hall Committee may insure its members against liability incurred in relation to the execution of that office when acting in good faith and on proper professional advice.

9.2. The Hall Committee shall indemnify its members in respect of liability incurred in relation to acting in that capacity in good faith, but no such indemnity shall be provided in respect of a claim arising from an act or omission of that member of the Hall Committee which is contrary to law in breach of trust or otherwise contrary to the provisions of this Constitution.

10. AMENDMENTS

The PCC may amend this Constitution after consultation with the Hall Committee. At least twenty-eight days' notice of any such resolution must be given to the members of the Hall Committee.

11. DISSOLUTION

- 11.1. The Hall Committee may be dissolved by a resolution of at least three-quarters of the members present and voting at a PCC meeting. At least twenty-eight days' notice of such a meeting stating the terms of the resolution to be proposed must be given to the members of the PCC and the Hall Committee and the Hall Committee given an opportunity to make representations to the PCC.
- 11.2. In the event of dissolution of the Hall Committee any remaining assets will be transferred to the PCC to be applied for the Objects.

12. ADOPTION

This Constitution was adopted by the PCC at its meeting held on 4th February 2020

Signed
(Vicar)

Signed
(Churchwarden)

Signed
(PCC Treasurer)