

**BYE LAWS FOR CHAFECOTE ROUS LENCH VILLAGE HALL  
SUMMARY OF CLAUSES CONTAINED IN THE TRUST DEED**

**1. TRUSTEES.**

The Hall is vested in Charity Commissioners being the trustees and is named Chafecote. Registration No. L.728.

**2. USES OF THE HALL.**

The hall is to be used for the purpose of physical and mental training and recreation, and social, moral and intellectual development and entertainments or otherwise as may be found expedient for the benefit of the inhabitants without distinction of sex or of political religious or other opinions.

**3. MANAGEMENT AND CONTROL.**

The management of the hall is vested in the committee of management, which is constituted as follows:-

(a) representatives appointed by each of the following organisations prior to the Annual General Meeting each year:

- |                              |                         |
|------------------------------|-------------------------|
| 1. Parish Council            | 5. NFU                  |
| 2. Parochial Church Council  | 6. British Legion       |
| 3. School Managers           | 7. Cricket Club         |
| 4. Women's Institute         | 8. Parents' Association |
| 9. Nursing Association, etc. |                         |

Only those organizations mentioned in the trust deed or subsequently recognized by a two-thirds majority should be included in this list.

(b) 4 members elected at the Annual General Meeting.

(c) 3 co-opted Members.

The number of persons who shall form a quorum - 13 members of the Committee at least one-third.

**4. ANNUAL GENERAL MEETING.**

(a) An Annual General Meeting is to be convened by the Committee in the month of May in each year by one week's notice to be affixed to some conspicuous part of the hall and other conspicuous place in the Parish if the Committee so decide. Any inhabitant of 18 years or over of either sex is entitled to attend the Annual General Meeting and vote.

(b) The duties of the Annual General Meeting are as follows:

- (i) To receive the report and accounts of the Committee
- (ii) To receive the resignations of the retiring members of the Committee.
- (iii) To receive the appointments of representatives under Clause 3 (a) above.
- (iv) To appoint 4 members under Clause 3 (b) above.
- (v) To take such action as may be decided in the event of any organization failing to make an appointment or ceasing to exist.

**5. THE COMMITTEE OF MANAGEMENT.**

(a) All members of the Committee retire annually at the date of the Annual General Meeting, and their places are filled by the newly appointed representatives of the meeting. A retiring member may be re-elected.

(b) A casual vacancy arising from the death, resignation or removal of a member of the Committee appointed under Clause 3 (a) is to be filled by the organization represented by such a member. A similar vacancy arising in the case of a representative elected by the Annual General Meeting or a co-opted member may be filled by the Committee at its discretion. Any appointment made by the Committee pursuant to this rule shall only take effect until the next General Meeting.

(c) Organizations formed after the date of the deed and not inconsistent with its objects nor included in the above list may, on a two-thirds majority vote of the Committee, be recognized by the Committee, and may be added to the above list. In this case the total number of members of the Committee is increased.

**6. PROCEEDINGS OF THE COMMITTEE**

(a) The proceedings of the Committee shall not be invalidated by any vacancy in the total number of members or by any defect in the appointment or qualification of any member.

(b) The Committee may from time to time make and alter rules for the conduct of its business and the use of the hall.

**7. PAYMENTS.**

All monies received are to be paid into a trust account at the Lloyds Bank at Evesham, (or such other bank as may be nominated by the Committee).

The Treasurer may make payments up to £5. 0. 0 , without sanction of the Committee, all larger payments must have sanction of Committee.

**8. HIRE BY THE RECTOR OF THE PARISH**

The Rector of the Parish is entitled to have the use of the premises for parochial purposes on every Sunday free of charge except Lighting and Heating and to have premises properly cleaned after and on one other day during the week except Saturday at the present letting conditions and usual charges. Committee may waive these charges if necessary.

**9. MORTGAGE, LEASE & SALE.**

It is permissible for the Committee to Mortgage, lease or sell the trust premises subject to certain statutory and trust safeguards, but before sale or lease a general meeting of the inhabitants must be held, and the consent of the Charity Commissioners obtained. For full details, the Trust Deed should be consulted.

#### 10. THE COMMITTEE.

(a) The Committee shall meet once a quarter as may be required, and may be summoned by the Secretary at the request of the Chairman or any two members. At least three days notice shall be given to members by written notice left at, or sent by post to, the member's last known address.

(b) The Annual General Meeting, or failing this, the Committee at its first meeting after the Annual General Meeting in each year, shall appoint all or any of the following honorary officers:

Chairman	Treasurer	Vice-Chairman
Secretary	treasurer	Auditor

(c) The Committee may:-

- i. engage and dismiss such paid officers and servants as it may consider necessary,
- ii. make such standing orders as may be desirable for the conduct of its meetings.
- iii. decide the quorum necessary to transact business which, however, under the terms of the trust deed, may never be less than one-third and shall at the present time be x 5.
- iv. appoint such sub-committees as it may consider necessary, (e.g. Sports, Entertainments, Finance, Fabric).

(d) At meetings of the Committee the Chairman, or if not present, the Vice-chairman, or if not present such other member elected for the purpose, shall take the Chair and shall have a casting vote in addition to his ordinary vote.

#### 11. HIRE.

(a) Application for the hire of the hall shall be made to the Honorary Secretary at least 1 week in advance. Late applications may be refused,

(b) Charges for hiring the hall shall be paid in advance to the Honorary Secretary or the Honorary Treasurer.

Committee Room..... 7/6d. Hall..... 25/-.

Note: Re Hiring Furniture, etc. No Furniture or Equipment of the hall must be taken out for hiring purposes without the consent of the Management Committee. They will arrange these matters, settle terms and any hiring fee necessary.

(c) The person to whom the hall is let shall be responsible for its proper and orderly use and for the leaving of the hall and all utensils in a clean and tidy condition, and will be liable for any damage done to the hall and its contents or any loss duly reported.

(d) The right to refuse any application for the hire of the hall (including any application received after the date due) or to refuse admission to any individual, without assigning any reason, is reserved to the Committee or to the Chairman or Vice-Chairman of the Committee, acting on their behalf, provided that the Chairman or Vice-Chairman will report his action to the next meeting of the Committee.

(e) Any entertainment organised for the benefit of the Village Hall, the Hall shall be let free with all appointments necessary.

#### 12. INTOXICATING LIQUORS.

The trust premises shall not be licensed for sale of alcoholic liquors but this shall not preclude the consumption thereon of such liquors at any dinner, wedding celebration or other festive occasions; all under the control of the person or persons hiring the hall.

#### 13. MUSICAL COPYRIGHT.

The hall is licensed with the Performing Right Society under the National Licence for the performance of copyright music controlled by that Society.

#### 14. STAGE PLAY LICENCE.

The hall is licensed for the period of one year by the Justices for the production of stage plays.

#### 15. PARKING CARS.

Cars and cycles may not be parked in the Drive or cause an obstruction at the entrance to the hall.

#### 16. NUISANCES.

- (a) Litter shall not be left in or about the hall and premises.
- (b) Dogs shall not be brought into the hall.

#### 17. SAFETY REGULATIONS

- (a) No obstruction must be placed in gangways or exits.
- (b) Fire extinguishers and fire buckets will be inspected from time to time by the Committee and must be kept in their proper places.

#### 18. ALTERATION OF RULES.

Rules may at any time be altered with the consent of a two-thirds majority of the Committee provided the terms of the Trust Deed and of other statutory provisions are observed.