

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. 523185.

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 management committee, which is constituted as follows:

(a) The following organisations of the parish or its surrounding parishes shall be invited to appoint representative members prior to the Annual General Meeting each year:

- | | | |
|-----------------------------------|----------------------|------------------------------|
| 1. Parish Council | 4. Women's Institute | 7. Lenches Sports Club |
| 2. Parochial Church Council | 5. NFU | 8. Guiding Association, etc. |
| 3. Friends of Church Lench School | 6. British Legion | 9. Lenches Pre-School Group |

Only those organizations mentioned in the trust deed or subsequently recognized by a two-thirds majority should be included in this list. Organisations ceasing to exist shall be removed from the list.

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

(c) 3 co-opted members.

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 MANAGEMENT COMMITTEE.

(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 organisation 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) Appointments and removal from appointment of any individual is the sole responsibility of the Committee under the guidance and supervision of the Chairman or Vice-Chairman, depending on the individual concerned, and must be sanctioned and recorded using the Committee's voting system. No third party organisation or local or central authority may have any rights to appoint or remove any Member or Trustee of the Committee.

(d) A meeting is quorate if there are no less than three full Committee members in attendance.

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- (e) Organisations 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 may be 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.
- (c) The business of managing the hall will be carried out through monthly meetings of the Management Committee. All items for discussion will be entered onto an Agenda and there will be an "Any other business" item to deal with ancillary issues that arise after the agenda has been circulated.
- (d) The Chairman or Vice Chairman, if deputising, will manage the proceedings of the meeting and will decide if an item is unanimously agreed or whether a vote is required. The Secretary (or substitute taking the minutes) will record the decisions and report these as written minutes of each meeting, including action points and people responsible for implementation of decisions made.
- (e) Where a vote is taken and there is stalemate, the Chairman (or Vice Chair if deputising) will have a second casting vote and the decision will be carried on that basis.

7. PAYMENTS.

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

The Treasurer may make payments up to £100, without sanction of the Committee, all larger payments must have sanction of Committee.

Net Profits, achieved for the benefit of the Village Hall shall not be distributed in part or in whole to any Trustee, member or third party.

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 from residents of the parish or its surrounding parishes:

Chairman	Vice-Chairman	Treasurer
Secretary	Bookings Secretary	Auditor

- (c) The Committee may:
- Engage and dismiss such paid officers and servants as it may consider necessary,
 - Make such standing orders as may be desirable for the conduct of its meetings.

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- (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).
- (v) 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. DISSOLUTION

If the Committee decides that it is necessary or advisable to dissolve the Committee, for reasons other than the required annual retirement of Committee members, it shall call a meeting of the Committee, of which not less than 14 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a majority of those present and voting the Committee shall call a meeting of all residents aged 18 and over, of which not less than 14 days notice (stating the terms of the resolution to be proposed) shall be given to receive the resignation of the Committee, receive a statement of accounts and elect a new Committee. Should the meeting be unable to elect a new Committee then the resigning Committee shall ensure that the assets of the Village Hall shall be held in trust in accordance with the terms of the Deed of Trust of the village hall until such time as a new Committee can be formed.

12. HIRE.

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

Charges for hiring the hall shall be displayed prominently within the hall and shall be paid in advance to the Honorary Bookings Secretary, Honorary Secretary or the Honorary Treasurer.

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.

The person to whom the hall is let shall be responsible for its proper and orderly use and for 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 found or reported.

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/her action to the next meeting of the Committee.

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

13. INTOXICATING LIQUORS.

The trust premises shall not be licensed for sale of alcoholic liquors unless such license is considered essential by the Committee for the success of fund raising events necessary for the upkeep and maintenance of the Village Hall, 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.

14. MUSICAL COPYRIGHT.

If necessary, the Committee will arrange for the Village Hall to be licensed with the Performing Right Society for the performance of copyright music controlled by that Society.

15. STAGE PLAY LICENCE.

If necessary, the Committee will arrange for the Village Hall to be licensed by the appropriate authority for the production of stage plays.

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16. PUBLIC ENTERTAINMENTS LICENCE.

If necessary, the Committee will arrange for the Village Hall to be licensed by the appropriate authority for public entertainment events.

17. TELEVISION LICENCE.

If necessary, the Committee will arrange for the Village Hall to be licensed by the appropriate authority for public screening of TV and video events.

18. PARKING CARS.

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

19. NUISANCES.

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

20. SAFETY REGULATIONS

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

21. 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.