

# **DOCUMENT A: Sheepscombe Village Hall Constitution**

County – Gloucestershire

Ecclesiastical Parish– St John, Sheepscombe

Charity - Parish Room [otherwise Sheepscombe Village Hall]

Scheme, including appointment of Trustees

## **CHARITY COMMISSION**

In the matter of the Charity known as the Parish Room otherwise known as Sheepscombe Village Hall, in the Ecclesiastical Parish of St. John, Sheepscombe, in the County of Gloucestershire, regulated by conveyance dated the 30<sup>th</sup> September 1937; and in the matter of the Charities Act, 1960

The CHARITY COMMISSIONERS FOR ENGLAND AND WALES HEREBY ORDER that the following Scheme be approved and established: -

### **1. SCHEME**

#### **1.1 Administration of the Charity**

The above-mentioned charity and the property thereof specified in the schedule hereto and all other the property [if any] of the Charity shall be administered and managed in conformity with the provisions of the above-mentioned conveyance dated the 30<sup>th</sup> September 1937 as varied or affected by the provisions of this scheme under the title of Sheepscombe Village Hall by the Committee of Management hereinafter constituted as the charity trustees thereof within the meaning of section 46 of the Charities Act, 1960.

Provided that until the end of the first Annual General Meeting to be held as herein under provided after the date of this Scheme the Charity shall be administered by the existing Trustees of the Charity in accordance with the provisions of the Scheme.

### **2. OBJECT**

#### **2.1 Object of the Charity.**

[1] The object of the Charity shall be the provision and maintenance of a village hall for the use of the inhabitants of the Ecclesiastical Parish of St John Sheepscombe [hereinafter called 'the area of benefit'] without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure time occupation, with the object of improving the conditions for life for the said inhabitants.

[2] The land with the buildings thereon specified in the said schedule shall be held upon trust for the purposes of a village hall as aforesaid.

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## **3. COMMITTEE OF MANAGEMENT**

### **3.1 Constitution**

Subject as hereinafter provided, the Committee of Management [hereinafter referred to as the Committee] shall consist of persons [hereinafter referred to as members] being elected members and representative members.

### **3.2 Elected Members**

Subject as hereinafter provided for casual vacancies, five Elected Members shall be appointed at the Annual General Meeting to be held as hereinafter provided and shall hold office from the end of the Annual General Meeting at which they are appointed.

### **3.3 Representative Members**

One Representative member shall be appointed by each of the affiliated organisations listed in the Annex to this Constitution. Each organisation shall notify the name of the person appointed by it to the Chairman of the Committee.

The appointment of a Representative Member may be made not more than one month before the Annual General Meeting and the term of office of a Representative Member so appointed shall commence at the end of the meeting.

If an organisation entitled to appoint a Representative Member fails to do so within the said period of one month before the Annual General Meeting, the appointment shall be made as soon as practicable after that meeting. The term of office of a Representative Member so appointed and a Representative Member appointed to fill a casual vacancy shall commence on the day on which notification is received by the said Chairman

### **3.4 Co-opted Members**

The Committee may appoint if they think fit no more than two Co-opted Members. Each appointment of a Co-opted Member shall be made at a meeting of the Committee

### **3.5 Termination of Membership**

Any member who is adjudged bankrupt or who makes a composition or arrangement with his or her creditors or who is incapacitated from acting or who communicates in writing to the Committee a wish to resign shall thereupon cease to be a member.

All the members shall retire from office together at the end of the Annual General Meeting next after the date on which they came into office but they may be re-elected or re-appointed.

### **3.6 Changes to Representative Members**

The committee shall have power by a resolution passed at a duly constituted meeting by the votes of not less than two-thirds of the members for the time being, to allow the affiliation of, and hence the appointment of an additional representative member by any organisation in the area of benefit not already named in this Scheme. The committee shall also have the power by resolution in the same manner to remove an organisation from the list of affiliated organisations.

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## **3.7 Alteration of Constitution of Committee**

The constitution of the Committee as hereinbefore provided may on the application by the Committee be altered from time to time by order of the Charity Commissioners.

## **3.8 Casual Vacancies**

Upon the occurrence of a casual vacancy the Committee shall cause a note thereof to be entered in the minute book at their next meeting and in the case of a vacancy in the office of a representative member shall cause notice thereof to be given as soon as possible to the organisation entitled to fill that vacancy.

A casual vacancy in the office of an elected member may be filled at a meeting of the Committee to take effect from the date of that meeting.

## **3.9 Failure to Appoint**

The proceedings of the Committee shall not be invalidated by any vacancy among its Members or by any failure to appoint or any defect of the appointment or qualification of a member.

## **3.10 Declaration by Members**

No person shall be entitled to act as a member whether on a first or any subsequent entry into office until after signing in the minute book of the Committee a declaration of acceptance and of willingness to act in the trusts of the Charity.

## **3.11 Members not to be personally interested**

Except in special circumstances, with the approval in writing of the Commissioner, no member shall take or hold any interest in any property belonging to the Charity otherwise as a trustee for the purposes thereof, or receive any remuneration, or be interested in the supply of work or goods at the cost of the Charity.

# **4. MEETINGS AND PROCEEDINGS OF THE COMMITTEE**

## **4.1 Meetings of the Committee**

The committee shall hold at least two ordinary meetings in each year. A special meeting may be summoned at any time by the Chairman and by any two members upon seven clear days notice being given to all the other Members of the matters to be discussed.

## **4.2 Chairman**

At the first meeting in each year after the Annual General Meeting, the committee shall elect one of their number to be chairman of their meetings until the commencement of the first meeting after the Annual General Meeting in the following year and may also elect one of their number to be vice-chairman. The Chairman and Vice-Chairman shall always be eligible for re-election.

If the Chairman and Vice-Chairman [if any] are absent from any meeting of the committee, the members shall choose one of their number to be chairman of the meeting before any other business is transacted.

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## **4.3 Voting**

Except as hereinbefore provided, the majority of votes of the members present shall determine every matter and voting on the question, but in case of equality of votes the chairman of the meeting shall have a second or casting vote.

## **4.4 Minutes & Accounts**

A minute book and books of account shall be provided and kept by the committee.

## **4.5 Rules**

Within the limits prescribed by this scheme, the committee may from time to time make and alter rules for the conduct of their business and for the summoning of their meetings and in particular with reference to:

4.5.1 the terms and conditions upon which the said building may be used for the purposes specified in this scheme by persons or bodies other than the committee and the sum [if any] to be paid for such use

4.5.2 the appointment of an auditor, treasurer and such other unpaid officers as the committee may consider necessary and the fixing of their terms of office.

4.5.3 the engagement and dismissal of such paid officers and servants as the committee may consider necessary

4.5.4 the number of members of the Committee who shall form a quorum at meetings of the Committee, provided that the number of members who shall form a quorum shall not be less than one third of the total number of Members for the time being.

## **5. INSURANCE**

### **5.1 Insurance**

The Committee shall insure the building and the furniture and the effects therein to the full value thereof against fire and other usual risks and shall suitably insure against risks arising out of the ownership of property and the employment of persons.

## **6. APPLICATION OF INCOME**

### **6.1 Receipts and Expenditure**

The income of the Charity, including all payments for the use of the said building and all donations for the benefit thereof, shall be paid into a trust account at such bank as the Committee shall from time to time prescribe.

The monies standing to the credit of the said account shall be applied as the Committee shall decide in insuring as aforesaid, in maintaining and repairing the said building and the furniture and effects therein and in paying all rent [if any], rates, taxes, salaries of paid officers and servants and other outgoings and in otherwise furthering the object of the Charity.

### **6.2 Surplus Cash**

Sums of cash at any time belonging to the Charity and not needed for immediate working purposes shall be invested in the name for the Official Custodian for Charities unless the Commissioners otherwise direct.

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## **7. ANNUAL GENERAL MEETING**

### **7.1 Annual General Meeting**

There shall be an Annual General Meeting in connection with the Charity which shall be held in the month of April in each year or as soon as practicable thereafter. All inhabitants of the area of benefit of 18 years of age and upward shall be entitled to attend and vote at the Annual General Meeting.

The first Annual General Meeting shall be convened by the existing Trustees of the Charity and every subsequent Annual General Meeting shall be convened by the Committee.

Public notice of every Annual General Meeting shall be given in the area of benefit at least fourteen days before the date thereof.

Before any business is transacted at the first Annual General Meeting after the date of this Scheme the persons present thereat shall appoint a Chairman of the meeting. The Chairman of subsequent Annual General Meetings shall be the chairman for the time being of the Committee, but if he or she is not present, before any other business is transacted, the persons present shall appoint a Chairman of the meeting.

The Committee shall present to each Annual General Meeting the report and accounts of the Charity of the previous year.

## **8. GENERAL PROVISIONS**

### **8.1 Donations**

The Committee may accept any donations or property for the general purpose of the Charity and they may also accept donations or property for any special objects connected with the Charity, not inconsistent with the provisions of this Scheme.

### **8.2 Questions under Scheme**

Any questions as to the construction of this Scheme or as to the regularity or the validity of any acts done or about to be done under this Scheme shall be determined by the Commissioners upon such application made to them for the purpose as they think sufficient.

## **9. SCHEDULE**

### **9.1 Land**

Land containing 2,182 square yards or thereabouts situate at Sheepscombe in the County of Gloucestershire with the buildings thereon known as the Parish Room or Village Hall being the land comprised in the above- mentioned conveyance dated the 30<sup>th</sup> September 1937 and made between **Percy Thomas Rose** of the one part and **Laurence Gilbert Allum** and three others of the other part and recorded in the books of the Charity Commissioners on the 16<sup>th</sup> February 1938 pursuant to section 29(4) of the settled Land Act, 1925.

Note: The above- mentioned land is vested in the Official Custodian for Charities by virtue of an Order of the Commissioners of the 3<sup>rd</sup> January 1939 as affected by the provisions of the Charities Act 1960.

Sealed by Order of the Commissioners this 17<sup>th</sup> day of February 1981.

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## **Annex**

### **Affiliated organisations**

The Managers of Sheepscombe School

The Painswick Parish Council

The Parochial Church Council of the Ecclesiastical Parish of St John, Sheepscombe

The Sheepscombe Bridge Club

The Sheepscombe Cinema Club

The Sheepscombe Playgroup

The Sheepscombe Society

The Sheepscombe Table Tennis Club

The Sheepscombe Women's Institute