

# **CONSTITUTION OF: Moulton Village Hall, Suffolk**

## **1. PURPOSE**

The aims of the Village Hall shall be:

“To provide a venue and facilitate education, fitness and health, recreation and entertainment, for the benefit of the community.”

“To provide a venue and facilitate public meetings for the benefit of the community”.

For any other purpose, the Management Committee may allow as long as it does not interfere with the above.

The Village Hall is a charity registered with the Charity Commission. The registration number is 1002083.

## **2. POWERS**

To achieve the aims of the Village Hall, the Management Committee may:

- Take whatever action is necessary to manage the Hall to a high enough standard for use by the Public
- Let the Hall per the Aims of the Hall
- Annually review (in June) charges for the use of the Hall and to set the charges for the following year
- Raise money for the maintenance of the Hall
- Open Bank accounts
- Borrowing money or taking out a Loan is the prerogative of the Management Committee rather than the membership as a whole, as only the Management Committee can be held responsible for repayment. Take out insurance
- Employ staff
- Do anything lawful which will help it fulfil its aims

## **3. MEMBERSHIP**

- Membership of the Village Hall shall be open to any person aged over 18 living in the Parish of Moulton, or to any person who is invited to become a member of the Management Committee, who is interested in helping the Village Hall to achieve its aims and willing to abide by the Constitution of the Village Hall.
- Every individual member shall have one vote at Annual General Meetings or Extraordinary General Meetings.
- The membership of any member may be terminated for good reason by the Management Committee, but the member has a right to be heard by the Management Committee before a final decision is made.
- All members are entitled to attend part of a Management Committee meeting when any specific issues raised by them are discussed.

## **4. OWNERSHIP**

Moulton Village Hall, situated in Bridge Street, The Village Hall building is owned by Moulton Village Hall and the land is owned by Moulton Parish Council and leased to the Village Hall.

The address is Bridge Street, Moulton, Newmarket, Suffolk, CB8 8SP.

## **5. MANAGEMENT COMMITTEE**

- The Village Hall shall be administered by a Management Committee of not more than 12 persons:
  - Two members are appointed by Moulton Parish Council
  - One member is appointed by St Peter's Church
  - One member is appointed by the 1st Moulton Scouts group
  - One member is appointed by Moulton Preschool
  - Seven members are elected from the community at the Annual General Meeting
  - Additional members of the Management Committee may be co-opted if the Committee is in agreement
- All Management Committee members are Trustees of the Moulton Village Hall charity.
- The Officers of the Management Committee shall be: Chairperson, Vice Chairperson, Treasurer, Secretary, Bookings Officer, and Buildings and Operations Manager.
- The Management Committee shall meet at least 4 times a year, in person, or where necessary virtually (Zoom, Microsoft Teams as appropriate).
- The Chairperson shall chair all meetings. However, should the Chairperson not be available for a scheduled meeting, the Vice Chairperson will chair the meeting.
- The quorum for Management Committee meetings shall be 4 members.
- Voting at Management Committee meetings shall be by a show of hands. The Chairperson shall have a vote, but if there is a tied vote, then the Chairperson shall have a second or casting vote.
- The Management Committee may, by a two-thirds majority vote and for a good and proper reason, remove any Management Committee member, provided that person has the right to be heard before a final decision is made.
- No important material decisions can be taken by any individual Management Committee member without prior Committee approval. However, in the case of emergency and urgency, decisions may be made by the Chairperson, plus one other Management Committee member.
- For any decisions required between Management Committee meetings, a minimum of two-thirds of the current Management Committee are required to vote by email.
- The Treasurer can make purchases up to £2000. In between meetings, to maintain the smooth running of the Village Hall. Above that, Committee approval is required.
- The Treasurer shall be responsible for the production of annual accounts, and the accounts must be independently examined in accordance with the Charity Commission regulations.
- All members of the Management Committee will be expected to complete a declaration of interest statement (as published by the Charity Commission) on taking up their appointment or at re-election (see appendix). It is the responsibility of individual members to update this statement should their circumstances change. A standing agenda item will ask for declaration of interest pertaining to agenda items at each meeting.
- On occasion, members of the Management Committee may receive recompense for activities outside of their remit as committee members (such as completing specific jobs that would otherwise be paid for). This must be documented.

## **6. DUTIES OF THE OFFICERS**

- **The duties of the Chairperson are inter alia to:**
  - Chair meetings of the Management Committee
  - Represent the Village Hall at functions/meetings that the Village Hall has been invited to
  - Act as spokesperson for the Management Committee of the Village Hall when necessary

- **The duties of the Secretary are inter alia to:**

- Take and keep minutes of meetings
- Prepare the agenda for meetings of the Management Committee in consultation with the Chairperson
- Deal with correspondence when required
- Collect and circulate any relevant information concerning the Village Hall
- Complete the annual return to the Charities Commission
- Ensure that data protection policies are in place and adhered to.

- **The duties of the Treasurer are inter alia to:**

- Manage the financial affairs of the Village Hall
- Produce Annual accounts examined in accordance with Charity Commission regulations
- Make all necessary filings with Charity Commissioners
- Ensure that all relevant insurances and licences are maintained and up to date
- Ensure that payments are authorised under the Bank mandate (note two trustees are required to authorize).

- **The duties of the Bookings Officer are inter alia to:**

- Maintain the Rules of Hire
- Take bookings, recording them in the calendar
- Issue hire agreements and invoices
- See users in and out of the hall.

- **The duties of the Buildings and Maintenance Officer are inter alia to:**

- Ensure the Village Hall building and grounds are maintained in a serviceable condition for use by all users
- Provide such advice and information as is necessary regarding maintenance for Management Committee members, hirers, users, and other visitors
- Ensure that robust security and data protection measures are in place (where physical records are held)
- Ensure that the Village Hall and equipment meet current Health and Safety requirements and are maintained in a safe condition for all users
- Provide such advice and information as is necessary regarding Health and Safety for Management Committee members, hirers, users, and other visitors
- Maintains the risk assessment

## **7. TERMS OF OFFICE**

Officers of the Moulton Village Hall Management Committee will fulfill their roles with the following limitations:

Officers will fulfil a term of three years, after which reelection is required

The maximum number of terms to be completed by any individual is three terms (a total of nine years).

The Management Committee is empowered to make extensions to this on an exceptional basis to minimize the risk of key roles being left vacant.

## **8. FINANCE**

- Any money obtained by the Village Hall shall be used only for the Village Hall or designated village

initiatives.

- Any Bank accounts opened for the Village Hall shall be in the name of the Village Hall.
- Borrowing money or taking out a Loan is the prerogative of the Management Committee rather than the membership as a whole, as only the Management Committee can be held responsible for repayment.
- Funds transferred from the Moulton Millennium Committee (MMC), which have been transferred to Moulton Village Hall, may only be used in support of Village clubs and societies, but NOT for the maintenance and upkeep of the Village Hall itself.

## **9. ANNUAL GENERAL MEETING**

- The Management Committee of the Village Hall shall hold an Annual General Meeting (AGM) within 4 months of the year end (30<sup>th</sup> June).
- All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be no fewer than 10 members.
- The notice of the AGM shall be posted on the Village Hall notice board and the Moulton Village website by the Secretary
- The business of the AGM shall include:
  - Receiving a report from the Chairperson on the Village Hall's activities over the year
  - Receiving a report from the Treasurer on the finances of the Village Hall. By convention, the Annual Accounts are approved at the AGM by a motion and a show of hands.
  - Approve the Chairperson's annual report, by show of hands, before submission to the Charities Commission
  - Electing a new Management Committee and Officers
  - Considering any other matter as may be decided.

## **10. EXTRAORDINARY GENERAL MEETING**

An Extraordinary General Meeting may be called by a minimum of 2 members of the Management Committee to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Extraordinary General Meeting, together with notice of the business to be discussed. All members shall be entitled to attend and vote.

## **11. ALTERATIONS TO THE CONSTITUTION**

Any changes to this Constitution must be agreed by at least 75% of those members present and voting at any General Meeting.

**This Constitution was adopted at a general meeting of the Village Hall on ..... Signed**

**by:**

Chairperson:

## **Appendix 1**

### **Declaration of Interest**

#### **\*\*Declaration of Interest Statement for the Moulton Village Hall Management Committee\*\***

As a member of the Village Hall Management Committee, I am committed to upholding the highest standards of integrity, transparency, and accountability in all of our activities and decisions. In line with these values, I make the following declaration of interest:

1. **\*\*Personal Interests\*\***:

- I declare that I have no personal financial interests in the contracts, projects, or activities undertaken by the Village Hall Management Committee.
- I do not stand to benefit personally or financially from any decisions made by the Committee.

2. **\*\*Professional Interests\*\***:

- I am not employed by or have any contractual relationship with any organization or business that may benefit from the decisions or actions taken by the Village Hall Management Committee.
- If at any time my professional circumstances change and create a potential conflict of interest, I will immediately inform the Committee and refrain from participating in related discussions and decisions.

3. **\*\*Family and Associates\*\***:

- I declare that no close family member or associate stands to gain personally or financially from any decisions made by the Committee.
- Should any potential conflict of interest arise involving family members or associates, I will disclose it to the Committee and abstain from related discussions and decisions.

4. **\*\*Gifts and Hospitality\*\***:

- I have not accepted, and will not accept, any gifts, hospitality, or other benefits from any individual or organization that might influence, or be perceived to influence, my role and responsibilities as a Committee member.

5. **\*\*Transparency and Accountability\*\***:

- I am committed to acting in the best interests of the Village Hall and its community, ensuring that all decisions are made transparently and accountably.
- I will disclose any potential conflicts of interest as soon as they arise and will take appropriate action to manage or eliminate such conflicts in accordance with the Committee's policies and guidelines.

I affirm my dedication to these principles and will uphold the integrity of the Village Hall Management Committee in all my actions and decisions.

**\*\*Signature:\*\***

**\*\*Name:\*\***

**\*\*Position:\*\***

**\*\*Date:\*\***

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This declaration of interest statement ensures that all members of the Village Hall Management Committee maintain a high standard of ethical conduct and transparency, safeguarding the trust and confidence of the community we serve.