

# Topcliffe & Asenby Village Hall

Front Street  
Topcliffe  
North Yorkshire  
YO7 3RJ  
Reg. Charity No. 1003803



## VILLAGE HALL COMMITTEE MEETINGS POLICY

### Meetings Arrangements

1. The Annual General Meeting (AGM) shall be held in May/June.
2. Committee Meetings shall be held at least 4 times each year.
3. Twenty one days' notice shall be given for a Committee Meeting.

### Meetings Procedure - AGM

1. The retiring chairman shall conduct the meeting.
2. The order of business shall be:
  - Minutes of the last AGM
  - To receive the Annual Report of the Committee and an account of the work of the Trust and its activities in the preceding year.
  - To receive the Statement of Accounts for the preceding year.
  - Election of Committee.
  - Election of Officers (Chairperson, Secretary, Treasurer, Bookings Secretary).
  - To receive and note the names of any representatives from user groups who wish serve on the committee for the ensuing year.
  - To appoint an independent examiner of accounts or auditor as required by the Charities Act 2006.
  - Any other business of which due notice has been given.

### Meetings Procedure - Committee Meetings

1. The Chairperson shall conduct the meeting.
2. In the absence of the Chairman, the meeting shall elect a member to conduct the meeting.
3. One third of members shall form a quorum.
4. The order of business shall be decided by the officers and notified to members in the form of a written agenda which shall always include:
  - Attendance and apologies for absence
  - Minutes of the previous meeting
  - Business arising from the minutes
  - Treasurer's report including details of income and expenditure since the last meeting
  - Bookings Report.

### Minutes

Minutes showing resolutions and decisions, shall be kept by the Village Hall Committee and made available on the Village Hall pages of the village website.

### Voting

1. Decisions shall be made by a simple majority of those present and voting.
2. No member shall exercise more than one vote regardless of the number of interests he or she has been appointed to represent.
3. The Chairperson may exercise a second or casting vote if there is an equality of votes cast.