

Topcliffe & Asenby Village Hall

Constitution: Precis and Recent Adjustments

Governance

Topcliffe & Asenby Village Hall was established as a charity by a Trust Deed of Conveyance dated 28th April 1960. The Registered Charity Number is 1003803. The original copy of this conveyance is held with "Arther W. Walker & Hiley Solicitors", 17 Finkle Street, Thirsk.

Objects of the Charity

The Property and the trust fund and its income shall be "for the purpose of a Village Hall for the use of the inhabitants of Topcliffe and Asenby and the neighbourhood without distinction of sex or political, religious or other opinions, and in particular for use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants".

Appointment of Trustees (SEE VARIATION BELOW IN BLUE)

The Trust Deed governs the appointment of trustees and the management of the charity. The Committee of Management (hereinafter called "The Committee") shall consist of Elected and Representative Members and may include Co-opted Members.

Six (6) Elected Members of the Committee shall be elected at the Annual General Meeting (AGM) to be held as the Deed provided for a term of office commencing at the end of the AGM at which they are elected and expiring at the end of the AGM in the following year.

Ten (10) Representative Members of the Committee shall be appointed by such appointing organisations as are set out in Annex A (in variation to the original Conveyance to keep the organisations up-to-date with the present). Names shall be notified by each appointing organisation to the secretary of the committee. They shall, except in the case of such members appointed to fill casual vacancies, be appointed before the AGM in any year for the term of office commencing at the end of the AGM next after their appointment and expiring at the end of the AGM in the following year.

The Committee shall have the power to co-opt not more than Five (5) Members to hold office until the end of the AGM following their co-option.

VARIATION – 7 June 2022

The past procedure of outside bodies and users nominating representatives is outdated and has not worked in practice in recent years. There is a healthy number of community representatives prepared to put themselves forward as committee members and it is thought best not to differentiate between the type of member. Therefore, forthwith, all members of the Committee will be Trustees.

Although it is unlikely that there will ever be 16 committee members, that limit will be maintained. We have traditionally not needed to use the “co-option” procedure as those wishing to join the committee have simply become members and, thus, Trustees.

Any competent Member of the Committee may be re-appointed or re-elected.

Policies and Procedures

To guide the Committee in exercising its duty of care to members and users of the hall, the following policy statements have been adopted:

- Meetings Policy
- Finance Policy
- Hiring Policy
- Health & Safety Policy
- Child and Vulnerable Adults Policy
- Equality Policy
- Environmental Policy
- Age verification Policy
- Safeguarding Policy
- Free Use Policy
- Fire & Security Policy

Copies of these policies are available on the Village Hall pages of the village website at www.topcliffe.org.uk

Meetings

The Annual General Meeting is held in May (or June). The Committee meets in the Hall at a time and date agreed at the close of the last meeting. Meetings are conducted according to the approved Meetings Policy statement.

Financial Matters

The Treasurer is responsible for the day-to-day management of the finances of the Village Hall in accordance with the Finance Policy. The Treasurer reports to each meeting of the Committee and an Annual Summary of income and expenditure is included in the Annual Report. The accounts are independently examined each year.

The Trust holds a bank account. The Treasurer maintains this account.

Nominated Committee Members are authorised as signators with the bank

Insurance

The Committee recognises that it is under a legal obligation to protect the building, its users through adequate and appropriate insurance.

The Village Hall has Buildings, Contents and Public Liability insurance. The sums insured are reviewed annually. A copy of the Certificate of Insurance is displayed in the Hall.

Licences

The hall has a Premises Licence (not including alcohol) and is registered with the local authority for small society lotteries. The hall is licensed by the Performing Right Society and Phonographic Performance Limited for playing live and recorded music.

Hiring the Hall

The village hall is available for hire by local groups, businesses and private individuals in accordance with the Hiring Policy. Hire charges are reviewed annually. Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement. Bookings are managed via the Hallmaster online booking system.

Keyholders

Key codes are held by all committee members and are provided, as necessary, to hirers.

Employees

Topcliffe & Asenby Village Hall has no employees. Cleaning is conducted by volunteer who is granted an honorarium as a token of appreciation.

Health & Safety

It is the intention of the Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations. The Committee has a Health & Safety Policy to guide its work in this area.

Building Management

Management costs are kept to a minimum through the use of volunteers for regular maintenance and cleaning of the hall. Users of the hall are expected to report any malfunctions, faults or damage to a committee member. There is a 'Complaints' book in the hall for individuals to record any complaints about the hall. committee have a schedule of regular building maintenance checks that they carry out – their observations are recorded in the Village Hall Log Book.

These include:

Monthly checks

- Security check on external doors and windows
- Emergency lighting check
- Water fittings (taps and toilets) check
- Rainwater fittings and drains check
- 'Walkround' check of exterior of building including paths and car park
- 'Walkround' check of interior of building, including key fixtures and fittings.

Other periodic checks

- Gas appliances and portable electrical appliances are tested by qualified personnel annually.
- A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officer as required by law. A copy is displayed on the Notice Board.
- Fire fighting appliances are inspected annually under contract with the supplier.
- A building condition survey undertaken by a qualified surveyor at 5-year intervals.
- The mains electrical installation is checked by a qualified engineer every 5 years.

Annual Report

The Committee publishes an Annual Report on its activities together with an annual summary of income and expenditure in accordance with the requirements of the Charity Commission. Copies of these reports are available to the Annual General Meeting which takes place in May/June.