

Topcliffe & Asenby Village Hall

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



Policy Document No. 7

VILLAGE HALL COMMITTEE MEETINGS POLICY

1 Meetings Arrangements

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

2 Meetings Procedure - AGM

- The retiring chairman shall conduct the meeting.
- 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 as required by the Charities Act 2006.
 - Any other business of which due notice has been given.

3 Meetings Procedure - Committee Meetings

- The Chairperson shall conduct the meeting.
- In the absence of the Chairman, the meeting shall elect a member to conduct the meeting.
- One third of members shall form a quorum.
- 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.
 - Booking Administrator's Report.

4 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.

5 Voting

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