

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.
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 which shall include the statement of accounts referred to below 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 appointed representatives from user groups who will 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
 - Booking Secretary's Report.

Minutes

Minute books shall be kept by the Trust and all its committees and the Secretary shall enter therein a record of all proceedings and resolutions.

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.