

EAST FARNDON VILLAGE HALL

CONSTITUTION

Introduction

East Farndon Village Hall is a community asset on Main Street which has existed since 1924. The current building replaced a previous wooden structure and opened in 1994. The management of the building and its activities is governed by the *Conveyance and Trust Deed* agreed and signed on 11th December 1992.

This document is available for inspection from the Village Hall Committee Secretary.

Key elements of that document are included in this Constitution. The Custodian Trustee of the Village Hall is East Farndon Parish Council; the Charity Trustees comprise the East Farndon Village Hall Committee.

Purpose

The purpose of the Village Hall is set out as follows in the *The Conveyance and Trust Deed*:

“the property hereby conveyed ... shall be held upon the trust for the purposes of a village hall for the use of the inhabitants of the Parish of East Farndon ... without distinction of political, religious or other opinions, including 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 said inhabitants.”

Committee

Objective

The Village Hall Committee interprets the purpose stated above as the following objective:

To enhance the well being of East Farndon residents by managing and maintaining the Village Hall for the general good of the village.

The Committee aims to achieve this objective by ensuring the Village Hall:

- is a clean safe place for people to come together and meet
- is readily available for the residents of East Farndon without distinction of race, religion or political views
- is financially viable and managed in a non-profit manner
- hosts a minimum of one village social event per calendar quarter
- events are publicised in advance and open to all East Farndon village residents

Membership

The make-up of the Committee, based on the *Conveyance and Trust Deed*, is as follows:

Chair

Vice-Chair
Secretary
Treasurer
Bookings Secretary
Members (some with specific agreed responsibilities)

The Committee appoints these roles annually at the Annual General Meeting. All Committee Members are required to sign a Trustee Declaration indicating their fitness to belong to the Committee.

Meetings

The Committee will hold general meetings a minimum of once per quarter. An agenda will be posted on the Village website prior to each meeting and draft minutes will be posted afterwards. Draft minutes will be agreed and signed off at the subsequent meeting. Special meetings can be called by the Chair or any two members, giving seven days notice and the detail of the matters to be discussed. If voting takes place at meetings the decision rests on the majority vote, with the Chair having a casting vote if votes are equal. Meetings should be attended in person, with requests for attendance via video link to be at the discretion of the Chair.

Governance

The Treasurer is responsible for keeping financial records and preparing the annual accounts. These are submitted for consideration to the Committee in the first instance, and then annually to the Charity Commission and East Farndon Parish Council. All Trustees are collectively responsible for the economic control of the charity.

This Constitution was agreed by East Farndon Village Hall Committee on 30th June 2022.