

NORTON CANON VILLAGE HALL

SCHEME

ADMINISTRATION OF CHARITY. The above mentioned Charity and the property thereof specified in the schedule hereto and all other property (if any) of the Charity shall be administered and managed in conformity with the provisions of this Scheme by the Committee of Management herein constituted as the charity trustees thereof: provided that until the end of the first annual general meeting to be held as hereinafter provided after the date of this Scheme, the Charity shall be administered by the existing Trustees of the Charity in accordance with the provisions of this Scheme.

The name of this Charity shall be THE NORTON CANON VILLAGE HALL FUND or such name as the Committee of Management from time to time by resolution may decide with the prior approval of th Commissioners.

VESTING. The land with the buildings thereon specified in the said schedule is hereby vested in the Official Custodian for Charities for all the estate and interest therein belonging to or held in trust for the Charity.

OBJECT

OBJECT OF CHARITY. The object of the Charity shall be the provision and maintenance of a village hall for the use of the inhabitants of the Parish of Norton Canon (the area of benefit) 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.

The said land and building shall be held upon trust for the purpose of a village hall as aforesaid.

COMMITTEE OF MANAGEMENT

CONSTITUTION. Subject as hereinafter provided, the Committee of Management (the Committee) shall consist when complete 16 persons (the Members) being

Elected Members and
Representative Members

ELECTED MEMBERS. Subject as hereinafter provided for casual vacancies, the Elected Members shall be appointed at the annual general meeting to be held as hereinafter provided and shall hold office from the end of the annual general meeting at which they are appointed.

REPRESENTATIVE MEMBERS. One Representative Member shall be appointed by the Kinnersley & District Group Parish Council.

Each organisation shall notify the name of the person appointed by it to the secretary of the Committee.

The appointment of a Representative Member may not be made more than one month before the annual general meeting and the term of office of a Representative Member so appointed shall commence at the end of that meeting.

If an organisation entitled to appoint a Representative Member fails to do so within the said period of one month before the annual general meeting the appointment shall be made as soon as practical after the meeting. The term of office of a Representative Member so appointed and of a Representative Member appointed to fill a casual vacancy shall commence on the day on which notification is received by the said secretary.

CO-OPTED MEMBERS. The committee may appoint if they think fit not more than two Co-opted Members. Each appointment of a Co-opted Member shall be made at a meeting of the Committee to take effect from the date of that meeting.

TERMINATION of MEMBERSHIP. Any member who is adjudged bankrupt or makes a composition or arrangement with his or her creditors or who is incapacitated from acting or who communicates in writing to the Committee a wish to resign shall thereupon cease to be a member.

All the Members shall retire from office together at the end of the annual general meeting next after the date on which

they came into office but they may be re-elected or re-appointed.

ADDITIONAL REPRESENTATIVE MEMBERS. The Committee shall have the power by a resolution passed at a duly constituted meeting by the votes of not less than two-thirds of the Members for the time being to allow the appointment of an additional Representative Member by any organisation in the area of benefit not already named in this scheme.

ALTERATION TO CONSTITUTION OF COMMITTEE. The constitution of the Committee as herein provided may on the application of the Committee be altered from time to time by Order of the Commissioners.

CASUAL VACANCIES. Upon the occurrence of a casual vacancy the Committee shall cause a note thereof to be entered in their minute book at their next meeting and in the case of a vacancy in the office of Representative Member shall cause notice thereof to be given as soon as possible to the organisation entitled to fill the vacancy.

A casual vacancy in the office of Elected Member may be filled at a meeting to take effect from the date of that meeting.

FAILURE TO APPOINT. The proceedings of the Committee shall not be invalidated by a vacancy among its Members or by any failure to appoint or any defect in the appointment or qualification of a Member.

DECLARATION BY MEMBERS. No person shall be entitled to act as a Member whether on a first or on any subsequent entry into office until after signing in the minute book of the Committee a declaration of acceptance and of willingness to act in the trusts of this Scheme.

MEMBERS NOT TO BE PERSONNALLY INTERESTED. Except in special circumstances with the approval in writing of the Commissioners no Member shall take or hold any interest in any property belonging to the Charity otherwise than as a trustee for the purposes thereof, or receive any remuneration, or be interested in the supply of work or goods, at the cost of the Charity.

MEETINGS AND PROCEEDINGS OF THE COMMITTEE

MEETINGS OF THE COMMITTEE. The Committee shall hold at least two ordinary meetings in each year. A special meeting may be summoned at any time by the chairman or by any two Members upon seven clear days notice being given to all the other Members of the matters to be discussed.

CHAIRMAN. At the first meeting in each year after the annual general meeting the Committee shall elect one of their number to be chairman of their meetings until the commencement of the first meeting after the annual general meeting in the following year and may also elect one of their number to be vice-chairman. The chairman and vice-chairman shall always be eligible for re-election.

If the chairman and vice-chairman are absent from any meeting of the committee the Members shall choose one of their number to be chairman of the meeting before any business is transacted.

VOTING. Except as hereinbefore provided every matter shall be determined by the majority of votes of the Members present and voting on the question but in the case of equality of

votes the chairman of the meeting shall have a second or casting vote.

MINUTES. The Committee shall keep, in books maintained for the purpose, minutes of the proceedings of their meetings.

ACCOUNTS AND ANNUAL REPORTS. The Committee shall comply with the Charities Act 1993 with regard to:

- a) the keeping of accounting records for the Charity;
- b) the preparation of annual accounts for the Charity;
- c) the auditing or independent examination of the statements of account of the Charity;
- d) the transmission of the statements of account of the Charity to the Commissioners; and
- e) the preparation of an annual report and its submission to the Commissioners.

ANNUAL RETURN. The committee shall comply with their obligations under the Charities Act 1993 with regard to the preparation of an Annual return and its transmission to the Commissioners.

RULES. Within the limits prescribed by this scheme the Committee may from time to time make and alter rules for the conduct of their business and for the summoning and conduct of their meetings and in particular with reference to-

- 1) the terms and conditions upon which the said buildings may be used for the purpose specified in the Scheme by persons or

bodies other than the Committee and the sum to be paid for such use;

2) the appointment of an auditor, treasurer and such other unpaid officers as the committee may consider necessary and the fixing of their respective terms of office;

3) the engagement and dismissal of such paid officers and servants as the Committee may consider necessary; and

4) the number of Members who shall form a quorum at meetings of the Committee, provided that the number of Members who shall form a quorum shall not be less than one- third of the total number of Members for the time being.

INSURANCE

INSURANCE. The Committee shall insure the said building and the furniture and effects therein to the full value thereof. against fire and other usual risks arising out of the ownership of property.

APPLICATION OF INCOME

RECIPTS AND EXPENDITURE. The income of the Charity including all payments for the use of the said building and all donations for the benefit thereof shall be paid into a trust account at such bank as the Committee shall from time to time prescribe.

The moneys standing to the credit of the said account shall be applied as the Committee shall decide in insuring as aforesaid in maintaining and repairing the said building and the furniture and effects therein and in paying community taxes, salaries of paid

officers and other outgoings and in otherwise furthering the object of the Charity.

SURPLUS CASH. Sums of cash at any time belonging to the Charity not needed for immediate working purposes shall be invested in trust for the Charity.

ANNUAL GENERAL MEETING

ANNUAL GENERAL MEETING. There shall be an annual general meeting in connection with the Charity which shall be held in the month of MARCH in each year or as soon as practicable thereafter.

All inhabitants of the area of benefit (Parish) of 18 years and upward shall be entitled to attend and vote at the annual general meeting.

The first annual general meeting shall be convened by the existing Trustees of the Charity. Every subsequent annual general meeting shall be convened by the Committee.

Public notice of every annual general meeting shall be given in the area of benefit at least 14days before the date thereof.

Before any other business is transacted at the first annual general meeting after the date of this scheme, the persons present thereat shall appoint a chairman of the meeting. The chairman of subsequent annual general meetings shall be the chairman for the time being of the Committee, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.

The Committee shall present to each annual general meeting the report and accounts of the Charity for the proceeding year.

LETTING AND SALE

LETTING. Subject to such consents as are required by law, the Committee may let any part of the land belonging to the Charity which is not required for use for the object of the Charity, provided that the letting does not unduly interfere with the use of the remaining land or buildings for that purpose.

SALE. If at any time the Committee decide that on the grounds of expense or otherwise it is necessary or advisable to discontinue the use of the whole or part of the said land and building for the purpose of a village hall and that decision is confirmed by a resolution passed by a majority of the inhabitants of the area of benefit of 18 years and upward attending and voting at a meeting of which public notice has been given in the area of benefit at least 14 days before the date thereof, the Committee may, subject to such consents as are required by law, sell the said land and buildings or any part thereof and may do and execute all proper acts and assuances for carrying any such sale into effect.

PROCEEDS OF SALE. Unless the Commissioners otherwise direct the clear proceeds of any such sale as aforesaid shall be invested in trust for the Charity.

Thereafter, the Committee shall apply the clear income and subject to the approval of the Commissioners the property of the Charity in furthering the object of the Charity or such other charitable purposes for the general benefit of the inhabitants of the area of benefit as the Committee think fit.

GENERAL PROVISIONS

DONATIONS. The Committee may accept any donations or property for the general purposes of the Charity and they may also accept donations or property for any special objects connected with the Charity not inconsistent with the provisions of this Scheme.

QUESTIONS UNDER SCHEME. Any questions as to the constructions of this Scheme or as to the regularity or the validity of any acts done or about to be done under this Scheme shall be determined by the Commissioners upon such application made to them for the purpose as they think sufficient.
