

UNDY MEMORIAL HALL

Charity no. 524391

CONSTITUTION

Constitution adopted on 29th September 2020

1. Charity Name

The Association's name is Undy Memorial Hall and was registered with the Charity Commission as an unincorporated association in 1964 as Number 524391 (and in this document it is called the charity).

2. Charity Objects

The charity objects are to advance education and provide facilities for recreation and leisure time occupation in the interests of social welfare, with the object of improving conditions of life for the inhabitants of Undy and Magor, without distinction of political, religious or other opinions, through the provision and maintenance of a village hall.

3. Property and Land

The transfer of the Memorial Hall building to the Charity trustees is documented in the letter and receipt from the National Council of Social Services dated 1964. The associated land was vested with the Official Custodian in 1953, and the Charity Commission have confirmed that this is still the case.

4. Use of the Hall

The Hall is available to rent at all times, to all persons regardless of race, nationality, ethnic or national origin, faith, disability or sex, but ultimately at the discretion of the Trustees. Users of the Hall must comply with the rules and regulations of hire as stated on the hiring agreement and standard conditions of hire and the special conditions of hire as they apply.

Magor and Undy Community Hub (Charity No. 1185780) shall have unlimited use of the Hall, free of charge, to carry out its own charitable purposes.

5. Management of the Hall

a) Trustees

The Trustees are accepted and Officers elected each year at the Annual General Meeting held at a date agreed by the Trustees.

The Trustees and Officers shall abide by the License of Use as issued by the relevant Licensing Authority and by all other relevant legislation including that issued at such times by the Health and Safety Executive.

Trusteeship is open to all Magor and Undy residents over the age of 18 years. There must be a minimum of 3 trustees. If this number cannot be achieved at the AGM, further EGM's will be held until a full membership is achieved. Until such time, the Hall may function but no decisions may be voted upon. The Trustees may co-opt associate members who may attend Trustee meetings but do not have voting rights.

b) Responsibilities

The Trustees are responsible for managing the use, repair and maintenance of the Hall and compliance with any Building, Health and Safety, Fire Rules and Regulations or other Government guidance that may come to apply.

c) Insurance

The Trustees are to insure the Hall against fire, burglary, public liability and other insurable risks.

6. Procedure at Trustee meetings

a) Annual General meeting

The AGM shall be held annually on a date agreed by the Trustees and prominent public notices shall be posted on the Hall and other village notice boards, giving at least seven days notice of said meeting.

At the AGM all Trustees and Officers stand down and Trustees for next year voted on. Trustees may stay on for subsequent years.

b) Election of Officers

During the first meeting of the new Trustees, the election of Officers i.e. Chairperson, Secretary and Treasurer takes place. In the event of more than one nomination for each position, a vote will take place amongst the attendees of the meeting and the position will be filled by the person with the most votes. To stand for election, a person must be nominated and seconded by two different Trustees. No person can hold more than one position at any one time.

c) Officers' Duties.

Chairperson.

The Chairperson is responsible for chairing all Trustee meetings.

Secretary

The secretary is responsible for organising the meetings of the Trustees and for collating, writing and distributing agenda's and any other necessary paperwork.

Treasurer

The Treasurer is responsible for reporting financial matters to the Trustees' meetings and is responsible for the prudent management of the Hall's finances.

d) Meetings

To be held as required in the Hall with a minimum of five per annum. Visitors are welcome to attend and are invited to speak at meetings but will not be able to vote. A special meeting can be called either by the Chairperson or any two Trustees giving seven days notice to the rest of the Trustees and details of the reason for calling said meeting. If a Trustee fails to either attend or give apologies for absence to the Secretary on more than three consecutive meetings, they will be asked to resign and will lose their right to vote.

e) Minutes

All meetings are minuted by the Secretary who subsequently issues copies to all Trustees within two weeks of the meeting.

f) Voting

All Trustees have one vote and results are determined by simple majority. The Chairperson has a second vote in case of a drawn result. Absent Trustees who have sent apologies can, in writing or via email, nominate another Trustee to vote for them.

g) Quorum

To form a quorum, one third of all Trustees plus one must be present at all times during the meeting. If a quorum is not established, the meeting can continue but no decisions can be taken in the absence of votes.

h) Personal Interest

No Trustee shall benefit in money or kind or from the supply of goods or services to the Hall. No Trustee may acquire or hold any interest in the Hall without prior written approval of the Charity Commissioners.

i) Resignation

If a Trustee wishes to resign they can do so in writing to the Secretary at any time.

7. Staff & volunteers

The Trustees will operate an equal opportunities policy for staff and volunteers. All issues relating to employment of staff are the responsibility of the Trustees.

Caretaker/cleaner

Should a caretaker be employed, they will be responsible for maintaining the Hall in a fit state to rent and reporting any defects to the Trustees as and when necessary. Terms and conditions of employment including remuneration will be by mutual agreement and confirmed in the form of a contract.

Bookings

Bookings will be managed by a nominated Trustee or deputy who should keep permanent records and report any issues to the Trustees on a regular basis.

8. Finance

a) Accounts

The Trustees must comply with the accounting requirements of the Charities Act 2011 and any subsequent revisions or relevant statutory requirements relevant to the income/expenditure levels of the charity.

b) Bank Accounts

The Trustees shall set up and manage bank accounts as necessary and make adequate provision for the control of such accounts.¹ Three signatories shall be nominated and any two must sign all cheques issued. All outgoings for preceding periods are to be notified at each meeting held.

c) Income

The Trustees will take all reasonable and practicable measures to ensure that letting income is sufficient to maintain the upkeep of the Hall.

d) Surplus

After payment of all expenses, any surplus income would normally be used to maintain and/or improve the upkeep of the Hall. If the Trustees think fit, without causing financial burden to itself, surplus may be used to contribute to other charities and associations that provide benefit or welfare to the inhabitants of the immediate locality.

9. Fundraising

The Trustees may utilise any additional donations or endowments for the general purpose of maintenance etc. of the Hall. These and any fund-raising monies must be separately accounted.

10. Power of Amendment

The Trustees may amend the provisions of this constitution via unanimous agreement but no amendment may be made which would have the effect of making the charity cease to be a charity at law.

The Trustees must send to the Charity Commissioners a copy of any amendment made for approval, and keep a copy of any such amendment with this constitution, together with the original proof of ownership documents.

11. Power of Dissolution

If the Trustees decide it is necessary or advisable to dissolve the charity, they shall realise any assets held by or on behalf of the charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred by the charity Trustees to such other charitable institution or institutions having objectives similar to the objectives of the charity as the charity Trustees may decide, or, failing that, shall be applied by the charity Trustees for some other charitable purpose

This Document was unanimously approved by the Undy Memorial Hall Trustees on 29th September 2020 as a modern working document in conjunction with the letter of sale dated 6th May 1964.

¹This is summarised in the document 'Undy Memorial Hall Control Policy' approved March 2020