

Constitution of the Wallops Parish Hall Management Committee

1. Name

The Committee shall be called The Wallops Parish Hall Management Committee (the 'Committee').

2. Objects

The objects of the Committee shall be to administer and maintain the Wallops Parish Hall (the 'Hall') as a facility for the benefit of the residents of the two parishes of Nether Wallop and Over Wallop and to make it available for hire at reasonable rates that cover the costs of running, maintaining and improving the hall as necessary in accordance with the Licence granted by the Parish Councils of Over Wallop and Nether Wallop to the Committee.

3. Composition of the Committee

a. The Committee shall be formed of eight Parish Councillors from the Parish Councils of Over Wallop and Nether Wallop. The members of the Committee shall be nominated and voted in at Over Wallop and Nether Wallop Annual Parish Meetings each year. In the event of a Parish Councillor resigning or leaving the Parish Council the appropriate Parish Council may elect a replacement committee member to fill the vacant position until the next Annual Parish Meeting.

b. The Committee shall consist of the following officers:

- (1) A Chairman, who shall be the Chairman of Over Wallop Parish Council.
- (2) A Vice-Chairman, who shall be the Chairman of Nether Wallop Parish Council.
- (3) A Treasurer from Over Wallop Parish Council
- (4) Five other members, 2 from Over Wallop Parish Council and 3 from Nether Wallop Parish Council.

c. The Committee has the power to recruit and form specialist volunteer sub-committees to fulfil specific tasks, such as fundraising, maintenance and refurbishment. The sub-committees may co-opt where appropriate other members including non-elected members.

d. The Committee may appoint and employ a person to take bookings, clean and maintain the Hall under terms and conditions specified by the Committee, which may be varied by agreement from time to time.

4. Duties and Workings of the Committee

a. Each Committee Member shall hold office from the date of appointment until the next Annual Parish Meeting ('APM') unless otherwise resolved at an Extraordinary General Meeting ('EGM').

b. The Committee shall be responsible for the management of all the affairs of the Hall. Decisions of the Committee shall be made by a simple majority of those attending the Committee meeting. Committee meetings will be advertised in advance and will normally be held in Public under the same rules as Parish Council meetings.

c. The Chairman of the Committee meeting shall have a casting vote in the event of a tie.

d. Meetings of the Committee shall be chaired by the Chairman or in their absence the Vice Chairman, or in the absence of both a person elected to Chair the meeting as the first item on the agenda. The quorum for the transaction of business of the Committee shall be three.

e. Decisions of the Committee at meetings shall be entered into the Minute Book of the Wallops Parish Hall Management Committee to be maintained by a person appointed by the Committee ('Nominated Person'). A summary of the minutes of each meeting will be published in the Parish Magazine in draft form before the next meeting if time permits.

f. Any member of the Committee may call a meeting of the Committee by giving not less than seven days' notice to all members of the Committee. The Committee shall hold not less than four meetings a year.

5. Annual and Extraordinary General Meetings

- a. An AGM shall be held in each year to:
 - (1) Receive reports on the activities of the Hall over the previous year.
 - (2) Receive reports on proposed activities for the next year in the Wallops Parish Hall.
 - (3) Receive a report on maintenance issues and costs of running the Wallops Parish Hall.
 - (4) Receive a report on the finances over the previous year of Wallops Parish Hall.
 - (5) Agree the budget for the next year.
- b. An EGM may be called at any time by the Committee and shall be called within 21 days of the receipt by any Committee member of a requisition in writing, signed by not less than 9 parishioners of the Parishes of Over Wallop and Nether Wallop stating the purposes for which the meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- c. The Nominated Person or any Committee member shall send to each member at their last known address or email a written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.
- d. The quorum for a General Meeting shall be 4 members of the Committee.
- e. The Chairman or in their absence the Vice Chairman, or in the absence of both a person selected to Chair the meeting by Committee members in the first item on the agenda shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairman of the Meeting shall have a casting vote.
- f. The Nominated Person, or in their absence a member of the Committee, shall enter Minutes of General Meetings into the Minute Book of the Wallops Parish Hall Management Committee which will also be published in the Wallops Parish Magazine as soon as possible after the meeting in draft form.

6. Committee Finances

- a. A bank account shall be opened and maintained in the name of the Wallops Parish Hall. The Committee Chairman and the Committee Treasurer shall be designated signatories.
- b. No sum shall be drawn from the Committee Account except by cheque signed by the two designated account signatories. All monies payable to the Hall shall be received by the Treasurer and deposited in the Hall Account.
- c. The Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Committee and to any other person or persons for services rendered to the Committee.
- d. The Committee shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Hall. The Committee must retain its accounting records for a minimum of six years.
- e. The Committee shall prepare an annual financial statement which will undergo an annual independent audit by an appropriately qualified and approved accountant and shall be approved by members at general meeting. A copy of any financial statement shall be available for public scrutiny.

7. Dissolution

- a. A resolution to dissolve the Committee shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the parish councillors present.
- b. The dissolution shall take effect from the date of the resolution and the members of the parish councils shall be responsible for the winding up of the assets and liabilities of the Committee. Any assets should return proportionately to the two parish councils for the benefit of the communities of Over Wallop and Nether Wallop.