

# **Constitution of the Wallops Parish Hall Management Committee**

*(February 2023)*

## **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 Over Wallop and Nether 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 Over Wallop Parish Council and Nether Wallop Parish Council to the Committee.

## **3. Composition of the Committee**

a. The Committee shall be formed of eight parish councillors from Over Wallop Parish Council and Nether Wallop Parish Council. 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:

- (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/Secretary from Over Wallop Parish Council.
- (4) Five other members, two from Over Wallop Parish Council and three from Nether Wallop Parish Council.

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

d. The Committee may appoint and employ an individual to take bookings and another to clean and maintain the Hall under terms and conditions specified by the Committee, which may be varied by agreement from time to time. These individuals may attend committee meetings but may not vote.

e. Parish councillors when appointed to their parish councils agree to follow a code of conduct which is overseen by the legal officer of Test Valley Borough Council. The same code of conduct applies when councillors serve on this Committee.

## **4. Duties and Workings of the Committee**

a. Each Committee member shall hold office from the date of appointment until the next parish annual meeting unless otherwise resolved at an extraordinary meeting.

b. The Committee shall be responsible for the management of all the affairs of the Hall.

c. 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.

d. Decisions of the Committee shall be made by a simple majority of those attending the Committee meeting. The Chairman of the Committee meeting shall have a casting vote in the event of a tie.

e. The quorum for the transaction of business of the Committee shall be four members.

f. Committee meetings will be advertised in advance and will normally be held in public under the same rules as parish council meetings that are set out in parish standing orders.

g. 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 copy of the minutes of each meeting will also be published on the hall website. Draft copies of minutes are to be circulated to committee members as soon as possible after meetings.

h. 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.

i. The Committee shall hold not less than four meetings a year. One of these will be an annual meeting and the remainder will be routine ordinary meetings.

j. The Nominated Person or any Committee member shall send to each member at their last known address or email address a written notice of the date of a meeting (whether a routine, annual or extraordinary meeting) together with the resolutions to be proposed at least three clear working days before the meeting.

## **5. Annual and Extraordinary Meetings**

a. An annual meeting shall be held in (normally May) 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.
- (3) Receive a report on maintenance issues and the costs of running the Hall.
- (4) Receive a report on the finances over the previous year.
- (5) Agree the budget for the next year.

b. An extraordinary meeting 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 extraordinary meeting may be any business that may be transacted at an annual meeting.

## **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 the designated signatories.

b. No sum shall be drawn from the hall bank account except by cheque or on-line bank payment authority signed/authorised 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 listing the nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets held by 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 independent internal audit by an appropriately qualified and approved accountant and shall be approved by members at the annual meeting. Copies of the approved financial statement and audit report are to be submitted to the two parish councils and further copies of the statement are to be made available for public scrutiny and published on the hall website by 1<sup>st</sup> July annually.

f. The Clerk/Responsible Finance Officer of Over Wallop Parish Council shall assist the Committee when needed and may attend Committee meetings.

## **7. Dissolution**

a. A resolution to dissolve the Committee shall only be proposed at a routine 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.

### **Adopted by:**

- Over Wallop Parish Council in a meeting held on *[insert date]*. Minute no. *[insert no]*
- Nether Wallop Parish Council in a meeting held on *[insert date]*. Minute no. *[insert no]*

**Constitution of the Wallops Parish Hall Management Committee**  
**Explanatory Background Notes (Not forming part of the Constitution)**

**Ownership**

The hall and the car park are owned by Over Wallop Parish Council and Nether Wallop Parish Council as tenants in common. The agreed proportions of ownership upon purchase of the property on 29<sup>th</sup> March 1979 was Over Wallop Parish Council 67.8% and Nether Wallop Parish Council 32.2%. The hall contents and the accounts held by the Committee are also owned by the two parish councils and can be split in the same ratio.

The hall Committee is a Joint Committee established under the terms of the Local Government Act 1972 s101(5). This allows two or more local authorities to discharge their functions jointly by a joint committee. A joint committee does not have the legal status of a corporate body and therefore cannot own property. It is also not allowed to levy a precept.

**Licence Agreement**

The two parish councils have a licence agreement with the hall Committee which authorises the Committee to run the hall accounts and to enter into hiring agreements with hall users. In return the Committee agrees to run the Committee itself and to pay the outgoings for the maintenance of the hall. This means that the Committee manages all matters that concern the hall but must seek the approval of the parish councils for any major property transactions or changes to the tenure of the property itself.

**Audit**

Each year parish councils have to submit their accounts for a statutory audit. This takes place in two stages, an internal audit followed by an external audit. At the same time the governance of the accounts is checked and the public can examine the accounts.

The hall accounts are subject to the internal audit and are subsequently approved by the Committee. They are then submitted to the two parish councils in their respective shares for addition to their annual parish accounts before they are sent for external audit.

Revised February 2023.

