



Cuddesdon Village Hall

The High Street, Cuddesdon, Oxford, OX44 9HJ

Constitution

November 2014

Version Control

THIS IS A CONTROLLED DOCUMENT PLEASE ARCHIVE ALL PREVIOUS VERSIONS ON RECEIPT OF A NEW VERSION.

VERSION	DATE ISSUED	BRIEF SUMMARY OF CHANGE	AUTHOR'S NAME
1.0	1951	Conveyance	Leslie W Wood
1.1	Aug 2014	Complete update and re-draft of Constitution	Niki Carter & Susan Palmer
2.0	Nov 2014	Final Constitution	Niki Carter & Susan Palmer

The purpose of this consensually agreed constitution for the Cuddesdon Village Hall is to demonstrate:

- That it is a properly constituted and functioning charity
- That there are effective processes in place for evaluating activities and for identifying points for improvement
- That effective processes are in place for engaging with the public and village

This constitution has been agreed by:

Position: Chair of Cuddesdon Village Hall Committee

Name:

Signature Date

Position: Trustee of Cuddesdon Village Hall Committee

Name:

Signature Date

Position: Trustee of Cuddesdon Village Hall Committee

Name:

Signature Date

Constitution Review Date	Annually in November at the Annual Meeting
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Introduction

Cuddesdon Village Hall is a registered charity No. 304289. The Trustees are volunteers who arrange activities for the community and maintain the hall through fundraising and lettings.

“The premises shall be held on Trust for the purpose of physical and mental training, recreation, social, moral and intellectual development through the medium of reading and recreation rooms, library, lectures, classes, recreations and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the parish and its immediate vicinity without distinction of sex or political, religious or other opinions.” [1951 Conveyance]

The premises consist of: 14.5 meter x 6 meter Hall, kitchen and toilet facilities with disabled persons' access and facilities. The kitchen is well equipped with crockery and cutlery (available for takeaway hire), microwave, gas stove, eye level ovens and refrigerator. 10 Tables and 90 chairs are also available for takeaway hire. An inventory is to be done annually.

Situated in the High Street overlooking the playing field with open space, children's playground, football pitch and basketball hoop. Beautiful views across the Chiltern Hills, perfect for outdoor picnics.

Licensed to seat 100 people and 150 people standing, recommend 80 seated at tables for comfort

Responsibilities of the Management Committee

- Maintain the premises to for the benefit of the parish of Cuddesdon & Denton
- Raise funds for the maintenance of the Village Hall
- Organise activities for the benefit of the community
- Committee shall provide the trustees with sufficient funds to maintain the premises
- The committee (minimum of a quorum) shall decide how the funds should be spent.
- Sub groups may be appointed by a quorum of the committee to take ownership of specific projects.
- Annual reports shall be provided to the Parish Council and other local groups. See Appendix
- A basic first aid box shall be located in the draws on the left in the kitchen and should be check frequently.
- Appendices shall be update annually

- A copy of the current constitution shall be retained securely in the village hall
- The constitution shall be signed as reviewed and agreed by the committee each year at the Annual Meeting
- In the event of financial or other emergency which may involve closure, rebuilding, repositioning or sale of the premises a meeting of all inhabitants of the parish over 18 years of age shall be called to a public meeting to consult on the future of the premises

Membership

- The membership consists of the trustees and representatives from local organisations who use the premises and anyone who has an interest in the longevity of the hall.
- All members of the Committee shall be voting members
- There shall be a minimum of 4 trustees, as many local groups as exist as well as Ripon College, church and parish council representatives.
- The committee may co-opt representatives of local organisations at any time with membership confirmed at the annual meeting.
- A voting quorum is a minimum of two Trustees and any one other committee member
- The Treasurer shall be a Trustee
- All officers shall be elected annually:
 - Chair
 - Vice Chair
 - Secretary
 - Treasurer
 - Bookings Secretary

To share the workload, the following roles may also be appointed:

- Maintenance Overseer
- Events Overseer

Frequency of committee meetings

- Frequency of meetings shall be agreed at the annual meeting, these shall be scheduled and noted in the annually revised appendices.
- No fewer than six meetings per year with e-mail, mail or other communication between meetings to further the work of the committee.
- Sub groups may meet as required and report regularly to meetings or by e-mail.
- Records of each meeting shall be distributed to committee members as early as possible after the meeting.
- Agendas shall be sent in advance of the meeting

Accountability

- Accountable to the Charities Commission
- The treasurer shall upload financial information to the Charities Commission website

Finance

- Treasurer shall oversee and review all expenses.
- A bank account shall hold all funds with three signatories, two of which are required for each cheque.
- A financial statement shall be reported to every meeting
- Independent Examiner of the accounts will be appointed annually

Appendix 1: Membership list

<u>Officers and Committee Members (minimum of 4 trustees)</u>
Chair / Trustee
Vice Chair
Treasurer / Trustee
Secretary
Bookings Secretary
Trustee
Trustee
Village
Village
Women's Institute
Parochial Church Council
Baby and Toddler Group
College Students
College Spouses
Parish Council

Appendix 2: Local Groups represented on the committee

<u>Local Group examples</u>
Women's Institute
Parochial Church Council
Baby and Toddler Group
Parish Council
Garden Club
Allotment Group
Photography Group
Film Club

Appendix 3: Annual Report recipients

Annual Report recipients
SODC
ORCC
Each local group as per Appendix 4

Appendix 4: Bank Account information

Appendix 5: Village Hall Booking Form