

Finstock Village Hall

Well Hill, Finstock, Chipping Norton, OX7 3BU

Registered charity number 279171

Constitution

Trustees

1. Finstock Parish Council is the Custodian Trustee of the Charity.
 - a. The land with the building thereon specified as founded by conveyance and trust deed dated 6 March 1939, and detailed in the schedule at the end of this constitution, is vested in the said council for all the estate and interest therein belonging to or held in trust for the Charity
2. The Finstock Village Hall Board of Trustees is the Managing Trustee of the Charity.

Object

3. 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 Finstock and the neighbourhood thereof (hereinafter called 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.

Board of Trustees

4. The Board of Trustees shall comprise of as many Trustees as the Board shall think fit to effectively discharge the duties of a registered charity, but will comprise of at least four Trustees at all times, of which one shall be a member of Finstock Parish Council nominated by that body.
5. New Trustees shall be appointed by the existing Board of Trustees, following due diligence and in compliance with Charity Commission good practice.
6. A Management Committee will conduct the day to day management of the facility on behalf of the Trustees.
 - a. The Management Committee will be formed by the Trustees and will comprise of the caretaker, and other people as deemed appropriate by the Trustees. Each regular community user of the hall may nominate a representative to serve on the Management Committee

- b. The Management Committee will deal with all hiring and use of the hall, and ensure compliance with the terms and conditions of hire and all licensable activity
- c. The Management Committee will meet at appropriate intervals as agreed with the Trustees to effectively manage the facility
- d. The caretaker will report all relevant issues at the earliest opportunity to the Chair of Trustees, including any accidents, injuries, incidents, or complaints concern the facility. The caretaker will also report any relevant issues to each meeting of the Board of Trustees
- e. The Trustees have power (only in pursuing the Objects) to take out unsecured loans to an amount agreed by the Trustees, always taking cognisance of the ability to repay and specific financial arrangements. All loans must be approved by the Trustees at a formally constituted meeting, and any loan agreement signed by The Chair and Treasurer, or their nominated deputies.

Meetings and Proceedings

- 7. The Board of Trustees shall hold least four ordinary meetings each year. A special meeting may be called at such other times as may be deemed necessary by the Chair, or on the request of no fewer than two Trustees, upon seven days' clear notice given in writing to the Secretary of the matters to be discussed. Three Trustees shall form a quorum.
- 8. The officers of the Society shall be Chair, Secretary and Treasurer and will be elected annually at the Annual General Meeting from within the existing Trustees, excluding the Parish Council nominated Trustee.
- 9. In the absence of the Chair at any meeting, the remaining Trustees in attendance shall choose one of their number to chair the meeting before any business is transacted.
- 10. All resolutions will be determined by the majority of votes of the Trustees present. In the event of an equal vote for a resolution, the Chair or the nominated chair in their absence, may cast a second vote.
- 11. Minutes of all Trustee meetings as set out in this constitution shall be kept and approved at the following meeting.

Financial accounts

- 12. Financial accounts will be kept by the treasurer in accordance with the requirements of the Charity Commission, and an annual account presented at the first meeting following the financial year end, which shall be 31 October. The Board of Trustees will ensure all financial information required to be submitted to the Charity Commission is accurate, and within the timescales required.
 - a. The minimum financial requirement shall be an annual statement of receipts and payments

- b. The financial accounts will be independently examined by a person appointed by the Trustees but not by a Trustee
- c. The charity shall keep a bank account for its effective management. There shall be three authorized signatories of the bank account comprising the Chair, Treasurer and one other Trustee. A minimum of two signatories are required to effect any payment.
- d. The moneys standing to the credit of the said Charity shall be applied as the Board of Trustees shall decide in furthering the objectives of the Charity
- e. Sums of cash at any time belonging to the Charity and not needed for immediate working purposes shall be invested in trust for the charity as the Trustees shall think fit

Insurance

- 13. The Board of Trustees shall insure the said building and the furniture and effects therein to the full value thereof against fire and other usual risks and shall suitably insure against risks arising out of ownership of property, the employment of persons and third party liability.

Annual General Meeting

- 14. There shall be an annual general meeting of the Charity to be held after the end of the financial year as directed by the Trustees.
 - a. Public notice of every annual general meeting shall be given within Finstock parish at least 14 days before the date thereof, and as widely as the Trustees shall think fit within the area of benefit
 - b. All inhabitants of the area of benefit shall be entitled to attend free of charge
 - c. The Trustees shall present a report of the Charity for the preceding year, including the most recent financial report, and plans for the future of the facility
 - d. The Trustees will be open to suitable questions from those in attendance subject to the management by the Chair

Dissolution

- 15. The Managing Trustee may be dissolved at any time by a resolution passed by a two thirds majority of those present and voting at a Special General Meeting of the organisation, provided that any property remains after satisfaction of all debts or liabilities. Such property shall, with Committee approval, be given or transferred to such other institutions having objects similar to some or all of the objects of the organisation.

16. A Special General Meeting may be called for this purpose by a majority of the Trustees at an ordinary meeting, or when the Secretary received written request by at least three Trustees. In either case, a Special General Meeting will be called in accordance with the arrangements for the Annual General Meeting.

This constitution

17. This constitution may only be amended or altered by a majority of Trustees after due consideration and consultation

Agreed by resolution of the Trustees on 18 February 2014, and amended by resolution on 18 November 2014 and 19 May 2015

Signed

Chair of Trustees

Schedule

The schedule was made 1 June 1982 and sealed by order of the Charity Commissioners on 10 June 1982.

Land containing 0.125 of an acre or thereabouts situate in Finstock in the County of Oxfordshire being part of land numbered 148 on the Ordnance Survey map (1922 edition) with the building thereon known as the Village Hall and being land comprised in the conveyance dated 6 March 1939 and made between Pritchett and Company (Witney) Limited of the one part and Thomas Henry Welton and four others of the other part and recorded in the books of the Charity Commissioners on the 17 April 1939 pursuant to the provisions of Section 29(4) of the Settled Land Act 1925.