

# **BARTON VILLAGE HALL CONSTITUTION**

## **History**

The building now used as the village hall was originally the village school.

The building was presented by the Clifton Estate to village trustees in trust for use as a school on 3rd August 1874. In 1962 the school was formally closed and under the relevant schools legislation it was returned to the Clifton Estate.

The Barton Village Hall Trust was created by a deed dated 22nd May 1967 made between Lieutenant Colonel Clifton and the first trustees. It is a registered charity - Charity Commission registration number 253434

## **The Constitution under the 1967 Deed**

**The original trustees appointed under the 1967 deed were:-**

The Reverend Stephen Forbes -Adams. the then rector

John Thomas Blundell-Turner of Barton Lodge

Frank Sherwood of Red Tiles

**Appointment of new trustees** is by the existing trustees. There must be at least 3 and not more than 5.

**The building is to be used** “to provide a village hall for the inhabitants of the parish of Barton-in-Fabis and the immediate vicinity without distinction of sex or of political, religious or other opinion”.

## **The Trustees’ powers and duties under the 1967 Deed**

The trustees:

- 1 may at their discretion allow the building(s) to be used as they see fit for the purposes of a village hall,
- 2 can allow the building(s) to be repaired, altered, enlarged or taken down and re-built so as to make them more suitable for the purpose mentioned above,
- 3 are not to be personally liable for the maintenance or insurance of the hall or for any charges relating to its use,
- 4 can charge for its use,
- 5 can apply income towards repairs, improvements, insurance, rates and other outgoings,
- 6 must make arrangements for dealing with receipts and payments, including accounts and records
- 7 may make byelaws or rules about the management of the village hall,

- 8 may (and in practice do) delegate their powers of management, to the Village Hall Committee

## **The Village Hall Committee**

### ***Membership***

The first members were appointed by the trustees. Appointment thereafter is by the committee itself. Appointment is for a period decided by the committee - in practice one year. Committee members must be 18 or over and live in the parish. A Chairman is appointed annually. The quorum for meetings is four. Decisions are by a majority of members present and voting, with the Chairman having a second or casting vote. The trustees have the right to remove and replace a committee member.

### ***Powers and duties and proceedings of the committee***

Day-to-day management of the Village Hall is in practice delegated to the committee and reviewed annually by the trustees at the Annual General Meeting of the Trust. However, the duties of the trustees under charitable law remain with the trustees. The committee decides how often it wishes to meet. Seven days' notice of a meeting should be given unless the committee decides otherwise. A minute book must be kept, recording the proceedings and resolutions of the committee.

### ***The Annual General Meeting of the Trust***

There must be an A.G.M. on a date fixed by the trustees. Notice of the meeting must be posted on the Village Hall door at least 14 clear days before the meeting. Audited accounts and a balance sheet prepared as at 31 March must be submitted to the meeting.

The trustees can call an Extraordinary General Meeting of the trust by posting a notice on the Village Hall door at least seven clear days before the meeting specifying its purpose. The trustees must also call an E.G.M. if asked to do so by four committee members or ten parishioners.

At any General Meeting (Annual or Extraordinary):

- 1 any parishioner over 18 can attend and vote,
- 2 the quorum is ten parishioners,
- 3 the chairman of the trustees must chair the meeting or if not present, another trustee appointed by the trustees,
- 4 all questions are decided by a majority of parishioners present and voting, with the chairman having a second or casting vote,
- 5 Neither the committee nor the trustees are bound to act on any resolution passed at a General Meeting.

## **Cessation of use**

If the use of the buildings as a village hall were to cease:-

- 1 at any time within, approximately, one hundred years of the date of the 1967 deed, they revert to the Clifton Estate,
- 2 at any later time the trustees can sell the buildings, but the net proceeds of sale must be used either to provide a replacement village hall or, if that is not practicable, in a way which achieves a similar purpose i.e. for local community use.

## **Examination of charity accounts**

All charities may now opt to have an “independent examination” of their accounts (as opposed to a full audit by a qualified accountant). It continues to be the practice, however, to have the village hall accounts examined by a qualified accountant. The village hall treasurer maintains the village hall accounts. Separate accounts are maintained for the bar, which is managed separately from the village hall by a bar committee.

## **Insurance**

The trustees, and on their behalf the committee, are obliged to consider the need for insurance. Appropriate insurance is maintained including cover for buildings and contents, cash in transit and public and employers’ liability. Separate and specific arrangements are made for particular events e.g. the annual car boot sale, which involves temporary closure of part of the highway.

## **Village Hall Policies**

The Village Hall Trust Deed requires the building to be used “without distinction of sex or of political, religious or other opinion.” The Committee have adopted an equal opportunities policy in line with this principle. A child protection policy has also been adopted.