

Constitution

1. The **Arnesby Village Hall** (the Hall) exists for the use and benefit of residents of Arnesby. Non-residents and organisations may hire the Hall for private parties and other events at the discretion of the Management Committee.
2. The policies, rules and general management of the affairs of the Hall shall be formulated and agreed by the Trustees. Policies on: Safeguarding; Complaints procedure; Governance Risk Assessment; Finance and Hiring Conditions can be found on the Village web sites www.village-web.co.uk or arnesbyparishcouncil.org.uk
3. The **Main Committee** will consist of the following:-
 - a) Chairman
 - b) Vice Chairman
 - c) Secretary
 - d) Treasurer
 - e) One representative of each local organisation
 - f) Such additional persons as the Main Committee may decide to co-opt.A quorum of 6 will be required to ratify decisions.
All Trustees must be prepared to sign a 'Statement of Eligibility'
4. The day to day management of the Hall will be controlled by an **Operating Committee** made up of the Chair, Secretary, Treasurer and at least one other co-opted Trustee. A quorum of 3 will be necessary to ratify decisions
5. The annual **Arnesby May Fayre** will be organised and run by a sub-committee under a Chair person with at least four other members, including the Village Hall Treasurer who will act as liaison with the Trustees. An additional member will represent the group on the Village Hall Management Committee. Any funds raised by the May Fayre are primarily for the maintenance and development of Arnesby Village Hall. Local organisations who can demonstrate a need for the funds and have identified a suitable project, may apply for any surplus funds. The Village Hall Committee will examine such requests. Approval will require a majority vote by members of the Village Hall Committee. Separate bank accounts and financial records will be maintained by the May Fayre Committee Treasurer and these will be subject to annual audit.
6. **Special meetings** of the Trustees may be called by the Operating Committee or by individual Trustees who must submit to the Secretary a written request signed by at least three additional Trustees, stating the reasons for calling the meeting.
A notice of 21 days to be given of such a meeting.
7. The Secretary will produce minutes of all meetings of the Trustees which will be available on the village web sites.
8. The Treasurer will keep proper accounts of the finances of the Hall and a full audited financial report shall be presented at every Annual General Meeting. The financial year shall run from 1st August to 31st July. Financial Regulations Policy can be accessed on the village web sites. An **Annual General Meeting** shall be held towards the end of each calendar year. Twenty-one days notice, and the Agenda of business to be transacted, shall be given by displaying such notice on the Village Hall notice boards and on the village web sites.
9. Business to be transacted at an Annual General Meeting will include:
 - a) Minutes of the last Annual General Meeting;
 - b) Election of the Officers, Main Committee members and Auditors.
 - c) Review of Hall hire charges
 - d) Chairman's Report on the past year and plans for the following year.
 - e) Presentation and approval of the financial report.
10. In the event of the closure and dissolution of the Village Hall, the Management Committee shall distribute any assets remaining, after the payment of all bills, to village organisations identified by the Trustees.

Ratified at the AGM held on 23rd November 2021. Document to be reviewed bi-annually

Brian Spriggs, Chair

Jenny Lees, Secretary