



# CLAXTON & CARLETON ST PETER VILLAGE HALL

GOVERNING DOCUMENT



## Charity name and background

Claxton and Carleton St Peter Village Hall was registered as a charity on 23 February 1970 with charity number 303927.

The Hall receives income from hiring the premises out for all kinds of functions, from regular bar nights through the associated Social Club, community and fund-raising events such as coffee mornings and quiz nights, as well as personal hires for all types of celebration, from private parties to weddings and other such formal events, and other activities. It also receives 40% of the Feed-In Tariff (FIT) income from the solar panels on the Hall.

## Previous Documents

This document should be read in conjunction with the Declaration of Trust dated 10 December 1968. It serves as an update to that document and carries the full force of its predecessor.

## Power to change name

The Hall Trustees may change the name at any time with a minimum of a two-thirds majority of those attending the relevant meeting.

## Objects

By agreement with the Charity Commission the Trustees shall apply the income of the Hall for charitable purposes for the general benefit of the inhabitants of the Parishes of Claxton and Carleton St Peter.

## Powers

- to raise funds. In exercising this power, the Trustees must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;
- to buy, take on, lease or exchange, hire or otherwise acquire, property, and to maintain and equip it for use;
- to sell, lease, or otherwise dispose of, all or any part of the property belonging to the Charity. In exercising this power the Trustees must comply as appropriate with sections 117-123 of the Charities Act 2011. They must also obtain the agreement of Claxton Parish Council, which owns the land on which the current Hall building sits;
- to borrow money and to charge the whole or any part of the property belonging to the Charity, as security for repayment of the money borrowed. The Trustees must comply as appropriate with sections 124-126 of the Charities Act 2011 if they wish to mortgage land owned by the Charity.

## Charity Trustees

At any given time there should be no less than 6 Trustees, and no more than 10.

Under the terms of the Declaration of Trust, 1968, Claxton Parish Council is the Custodian Trustee of the Charity. Usually at least one serving Parish Councillor sits on the Village Hall Committee as a Trustee.

All Trustees should serve a term of 4 years before offering themselves for re-selection or standing down. Changes in Trustees should where possible be staggered to provide continuity going forward. A suggested schedule is shown on the last page of this document.

A decision to remove any Trustee can only be effected with the agreement of at least two-thirds of the whole Trustee body with the exception of the Trustee in question. That means 4 out of 5 or 6, 5 out of 7, 6 out of 8 or 9.

### Meetings and Proceedings of the Charity Trustees

For any Trustee meeting, a minimum of three Trustees is required to achieve a quorum. The Trust should meet formally at least 4 times each year, and should consider one of these meetings to be their Annual General Meeting (AGM), which residents of the two villages are welcome to attend.

All meetings should be chaired by the Trust Chairman, if present, otherwise the Vice-Chairman should chair the proceedings. A Secretary should be appointed from within the Trustees, to record discussions and produce the formal record.

The AGM should take place as soon after the end of the financial year as possible, once end-of-year financial statements, whether audited or not, have been finalised. It should be open to residents of Claxton and Carleton St Peter to attend, and all residents should be given an opportunity to raise issues with the Trustees. A record of discussions at the AGM should be minuted and placed on the village website and elsewhere as appropriate, and should be approved at the start of the following year's AGM.

All other regular meetings of the Trust should be considered closed meetings. Discussions and conclusions, including decisions of a financial as well as other nature, should be clearly recorded in the minutes which should be provided to all Trustees, in draft, as soon after the meeting as possible, and approved at the next meeting. In the case of a vote becoming necessary, the Chair shall have a casting vote (in addition to his/her own) should the voting otherwise be equal.

### Finance

#### Accounts

Charity Trustees shall comply with the accounting requirements of the Charities Act 2011, relevant to the income/expenditure level of their Charity, with regard to:

- the keeping of accounting records for the Charity;
- the preparation of regular as well as annual statements of account for the Charity;
- the auditing or independent examination of the statements of account of the Charity;
- the preparation of an Annual Report and the sending of it together with the statements of account to the Charity Commission; and
- the preparation of an Annual Return, if appropriate, and its transmission to the Commission.

#### Bank Accounts

The Trust operates 3 bank accounts (a current account and 2 savings accounts) with Barclays plc in the name of Claxton & Carleton Village Hall Committee. Any cheques raised against these accounts require the signatures of any two of those Trustees whose details

have been notified to the bank (currently the Chairman, Secretary and Treasurer). No online payments are currently permitted, with the exception of pre-authorized direct debits.

### Charity Trustees not to have a personal interest

Except with the prior written approval of the Charity Commission no Trustee may:

- receive any benefit in money or in kind from the Charity; or
- have a financial interest in the supply of goods or services to the Charity; or
- acquire or hold any interest in property of the Charity (except in order to hold it as Trustee of the Charity).

### Power of Amendment

There may be times when some form of amendment is required to this Governing Document. To achieve this will require the agreement of at least of two-thirds of the number of Trustees at any meeting. That means 2 out of 3 Trustees, 3 out of 4, 4 out of 5 or 6, 5 out of 7, 6 out of 8 or 9 and 7 out of 10 Trustees.

### Power of Dissolution

If the Charity Trustees decide that it is necessary or advisable to dissolve the Charity, they shall realise any assets held by or on behalf of the Charity. Any assets remaining after the settlement of any proper debts and liabilities shall be given or transferred by the Charity Trustees to such other charitable institution or institutions having objects similar to the objects of the Charity with the agreement of Claxton Parish Council, or, failing that, shall be applied by the Charity Trustees for some other charitable purpose.

Date first approved: 22 October 2014  
Date of first revision: 12 January 2017  
Date of second revision: 17 January 2019

TRUSTEES	DATE NOTIFIED TO CHARITY COMMISSION	PROPOSED END OF CURRENT TERM
Sarah Carter	12 March 2011	2019 AGM
John Ford	12 March 2011	2019 AGM
Julia Kaye	25 October 2012	2019 AGM
Mary Button	25 October 2012	2019 AGM
Robert Ellis	25 October 2012	2019 AGM
Mike Balmer	2 June 2014	2020 AGM
Lesley Hamblin	2 June 2014	2020 AGM
Jo Bissonnet	9 July 2015	2020 AGM
Rosie Gidlow	20 July 2017	2021 AGM
Andrew Mussell	20 July 2017	2021 AGM