

ORSTON VILLAGE HALL MANAGEMENT TRUST

CONSTITUTION AND RULES

Orston Village Hall was formally opened on 15th March 1951, the building costs having been raised by public subscription. Ownership of the land and building is vested in the Official Custodian for Charities. The Trust is a Registered Charity (Number 522283).

Management of the Hall is vested in a Committee, a team of volunteers who are elected annually, and they are responsible for all aspects of ensuring this valuable amenity continues as a viable entity, including maintenance of the fabric, undertaking improvements as and when required, and fund raising to provide the financial means.

The Hall is used for a variety of recreational and entertainment purposes for the people of Orston and surrounding area, and is the venue for a variety of public and private social events. Since 2005 the Hall has held a Premises License (Number 1134) issued by Rushcliffe Borough Council within the terms of the Licensing Act 2003, which permits public entertainment and the sale or supply of alcohol.

- The Committee shall comprise five elected Officers plus appointed members, not exceeding 15 in total. All elections and appointments are to be decided at the Annual General Meeting held in November of each year.
- Notices advising the date of the AGM are to be displayed in the village giving at least two weeks notice, and minutes properly recorded.
- The elected Officers shall be formally proposed and seconded, and fulfil the following posts:
 - Chairman
 - Vice Chairman
 - Treasurer
 - Secretary
 - Bookings Secretary
- The remaining committee members shall retire each year and a new Committee appointed by nomination and election at the AGM.
- Committee meetings shall take place each month, with due notice being given. Minutes of the business discussed are to be recorded and displayed for public perusal once approved by the Committee.
- The Treasurer shall present a report at the AGM outlining the financial results for the year to 30th September, and supported by independently audited accounts.

- The Committee shall have the power to co-opt any person it thinks suitable as a member and to fill any vacancy which may arise until such time as the next AGM.
- The number of members who shall form a quorum at a Committee meeting shall be not less than 5 members of the Committee.
- A special meeting of the Committee may be called if any four members of the Committee deem it necessary and state the reason in a written request to the Secretary.
- The Committee may from time to time amend or alter the Rules for the conduct of its business, with particular reference to:
 - The terms and conditions under which the Hall may be used for entertainment, meetings, social gatherings and any other purpose, and the Hire Charges applicable.
 - The appointment of an Auditor or such other unpaid officers as it may consider necessary and the fixing of their terms of office.
 - The appointment and dismissal of such paid officers and employees as it may consider necessary.
 - The number of Committee members who shall form a quorum at its meetings provided this is never less than 1/5th of the full Committee.
- The powers of administration of the Sports Field on Spa Lane shall be vested in the Management Committee (AGM September 1956).

This Constitution was passed by Special Resolution on 5th July 2006 and supersedes in every respect the previous Constitution dated November 1968, together with all subsequent amendments and appendices.

Signed on behalf of Orston Village Hall Management Trust

Chairman.....Date.....