

CHARITY COMMISSION

In the matter of the Charity known as **Westbury-on-Trym Village Hall**, at Westbury-on-Trym, in the City of Bristol, regulated by conveyance and Declaration of trust dated the 17th November 1869; and in the matter of the Charities Act, 2011, as amended.

THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES HEREBY ORDER that the following Scheme be approved and established as the Scheme for the regulation of the above-mentioned Charity.

1 SCHEME

Administration of Charity - the above-mentioned Charity and the property thereof specified in the schedule hereto and all other property (if any) of the Charity shall be administered and managed in conformity with the provisions of this Scheme by the Village Hall Management Committee.

2 SCHEDULE

Land situate at Westbury-on-Trym in the City of Bristol with the building thereon known as the Village Hall being the land comprised in the above-mentioned conveyance and declaration of trust dated the 17th November 1869 made between Henry St Vincent Ames of the first part and the said Henry St Vincent Ames and three of others of the second part and enrolled in the High Court of Chancery on the 3rd January 1870.

The above-mentioned land is vested in the said Official Custodian by virtue of an order of the Charity Commissioners of the 1st August 1902 as affected by the provisions of the Charities Act, 2011 as amended.

3 OBJECT

The object of the Charity shall be the provision and maintenance of a village hall for the benefit of the residents of Westbury-on-Trym without distinction of political, religious or other opinions, including use for meetings, lectures and classes for other forms of recreation and leisure time occupation.

The land with the building thereon specified in the said schedule shall be held upon trust for the purposes of a village hall as aforesaid.

4 VILLAGE HALL MANAGEMENT COMMITTEE (VHMC)

Constitution - subject as hereinafter provided, the Village Hall Management Committee (hereinafter referred to as the VHMC) shall consist of not more than twelve persons including all trustees.

VHMC powers - **VHMC** shall have power to do all things necessary in its discretion to further the objects of the charity.

VHMC membership - Trustees — a minimum of three and up to twelve trustees shall be appointed by election at the first Annual General Meeting to be held after the date of this scheme. as hereinbefore provided and shall hold office from the end of the Annual General Meeting at which they are appointed until the end of the third annual general meeting next following but they may be re-elected. They shall be constituted as the charity trustees thereof in accordance with Part 9 of the Charities Act 2011 as amended.

4 VILLAGE HALL MANAGEMENT COMMITTEE (VHMC) (Cont'd)

Declaration of Trustees

No person shall be entitled to act as a trustee whether on a first or on any subsequent entry into office until after signing a declaration of acceptance and of willingness to act in the trusts of this Scheme.

Termination of trusteeship

A trustee shall cease to hold office if they: -

- are disqualified from acting as a trustee by virtue of section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision);
- become incapable by reason of mental disorder, illness, or injury of managing and administering his/her own affairs;
- resign their office by notice to the Charity. It should be noted if less than **three** trustees remain in office when the notice of resignation is to take effect the charity would have to be dissolved.

VHMC membership - Non Trustees - subject as hereinafter provided for casual vacancies, up to twelve persons, less the number of appointed trustees, shall be elected at the first Annual General Meeting to be held after the date of this scheme. as hereinafter provided and shall hold office from the end of the Annual General Meeting at which they are appointed until the end of the third annual general meeting next following but they may be re-elected.

Alteration of constitution of Committee

The constitution of the committee as hereinbefore provided may be altered and additional rules added with the consent of a two-thirds majority of the VHMC present, provided the terms of the trust deed and of any statutory provisions are observed.

Casual vacancies

A casual vacancy may be filled at a meeting of the VHMC, subject to approval by a subsequent annual general meeting. Upon the occurrence of a casual vacancy the VHMC shall cause a note thereof to be entered in their minute book at their next meeting.

VHMC members not to be personally interested

Except in special circumstances no member shall take or hold any interest in any property belonging to the Charity otherwise than as a trustee for the purposes thereof, or receive any remuneration, or be interested in the supply of work or goods, at the cost of the Charity.

Co-option

The VHMC may co-opt at any time not more than three persons.

5 MEETINGS AND PROCEEDINGS OF THE COMMITTEE

Meetings of the Committee

The VHMC shall hold at least four ordinary meetings in each year. A special meeting may be summoned at any time by the Chair or by any two trustees upon seven clear days' notice being given to all the other trustees together with details of the matter(s) to be discussed.

Chair

At the first meeting in each year after the annual general meeting the VHMC shall elect one of their number to be chair of their meetings until the commencement of the first meeting after the annual general meeting in the following year and may also elect one of their number to be vice-chair. The chair and vice-chair shall always be eligible for re-election. If the chair and vice-chair (if any) are absent from any meeting of the VHMC the members shall choose one of their number to be chair of the meeting before any other business is transacted.

Officers

In addition to the Chair, the VHMC shall appoint as Secretary and Treasurer two of themselves without remuneration, or some other fit person at such remuneration as the Committee may determine, providing in the latter case they are not a member of the VHMC.

Voting

Except as hereinbefore provided every matter shall be determined by the majority of votes of the members present and voting on the question but in case of equality of votes the chair of the meeting shall have a second or casting vote.

Minutes and Accounts

A minute book and books of account shall be provided and kept by the VHMC.

Rules

Within the limits prescribed by this Scheme the VHMC may from time-to-time make and alter rules for the conduct of their business and for the summoning and conduct of their meetings and in particular with reference to: -

- the terms and conditions upon which the said building may be used for the purposes specified in this Scheme by persons or bodies other than the VHMC and the sum (if any) to be paid for such use;
- the appointment of an independent examiner and such other unpaid officers as the VHMC may consider necessary and the filing of their respective terms of office;
- the engagement and dismissal of such paid officers and servants as the VHMC may consider necessary;
- the number of VHMC members who shall form a quorum at meetings of the VHMC, provided the number of members who shall form a quorum shall not be less than one-third of the total number of members for the time being;
- a VHMC member being absent without the permission of VHMC from all their meetings held within a period of six months and VHMC resolve that their office be vacated.

6 INSURANCE

The VHMC 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 the ownership of property and the employment of persons.

7 APPLICATION OF INCOME

Receipts and expenditure

The income of the Charity including all payment for the use of the said building and all donations for the benefit hereof shall be paid into a trust account at such bank as the VHMC shall from time-to-time prescribe.

The monies standing to the credit of the said account shall be applied as the VHMC shall decide in insuring as aforesaid, in maintaining and repairing the said building and the furniture and effects therein and in paying all rent (if any) rates, taxes, salaries of paid officers and servants and other outgoings and in otherwise furthering the object of the Charity.

Surplus Cash

Sums of cash at any time belonging to the Charity and not needed for immediate working purposes shall be invested as the VHMC shall determine.

8 SUPPORTERS OF THE CHARITY - MEMBERSHIP

Admission of membership

Supporter membership of the Charity is available to persons aged 18 years or more: who are resident in Westbury on Trym or participating in the activities of the Village Hall or user groups or who support the objects of the charity.

Supporter membership of the Charity is open to anyone who qualifies under terms set out above and is interested in furthering its purposes, and who, by applying for supporter membership, has indicated their agreement to become a supporter and acceptance of the duty of supporters set out in the '**Duty of Supporter Members**' clause below.

Admission procedure

The VHMC:

- shall require applications for supporter membership to be made in any reasonable way that they decide;
- shall, if they approve an application for supporter membership, notify the applicant of their decision within 31 days;
- may refuse an application for supporter membership if they believe that it is in the best interests of the Charity for them to do so;
- shall, if they decide to refuse an application for supporter membership, give the applicant their reasons for doing so, within 31 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal; and
- shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for supporter membership shall be final.

8 SUPPORTERS OF THE CHARITY - MEMBERSHIP (Cont'd)

Transfer of supporter membership

Membership of the Charity cannot be transferred to anyone else.

Duty of supporter members

It is the duty of each supporter member of the Charity to exercise their powers as a supporter member of the Charity in the way they decide in good faith would be most likely to further the purposes of the Charity.

9 GENERAL MEETINGS

Annual General Meeting

There shall be an annual general meeting of the Charity which shall be open to all supporter members of the charity and held in the month of October in each year, or as soon as practicable thereafter. All supporter members shall be entitled to propose motions and vote at the annual general meeting in accordance with the rules set down by the VHMC. Notice of every annual general meeting shall be given to supporter members at least 14 days before the date thereof.

The chair of the annual general meetings shall be the chair for the time being of the VHMC, but if they are not present, before any other business is transacted, the said persons shall appoint a chair of the meeting.

The VHMC shall present to each annual general meeting the report and accounts of the Charity for the preceding year.

Other General Meetings

The VHMC may hold other general meetings as it determines. Notice of such meetings shall be given to supporter members at least 14 days before the date thereof.

10 GENERAL PROVISIONS

Sub-Committees - the VHMC may appoint such persons as it thinks fit to be a sub-committee or sub-committees for dealing with any matter delegated to them by the VHMC but all acts and proceedings of sub-committees shall be reported in due course to the VHMC

Donations - the VHMC may accept any donations or property for the general purposes of the Charity and they may also accept donations or property for any special objects connected with the Charity not inconsistent with the provisions of this Scheme.

Questions under Scheme - any question as to the construction of this Scheme or as to the regularity or the validity of any acts done or about to be done under this Scheme shall be determined by the Commissioners upon application made to them for the purpose as they think sufficient.