

Claxby Village Hall Management Committee Constitution v1.0

Name

Claxby Village Hall Management Committee – Joint Committee with Claxby Parish Council

Purpose

Committee has been set up to manage the organisation and running of Claxby Village Hall

Property

The village hall will remain the property of Claxby Parish Council who will maintain the fabric of the building and fulfil all legal requirements pertaining to the building.

Use of the hall

The hall will be available to rent to all persons regardless of race, nationality, ethnic or national origin, faith, disability, sex or gender orientation but ultimately at the discretion of the committee.

Users of the hall must comply with the rules and regulations of hire as stated on the hiring agreement, standard conditions of hire and special conditions of hire as they apply.

Management of the Hall

Committee members will be appointed at the first committee meeting that immediately follows the AGM at a date agreed by the committee. The members shall abide by all the rules and regulations pertaining to the hall.

The committee is open to all village residents over the age of 18. It should comprise no less than five and no more than nine residents at any one time of which up to half the committee members should be parish councillors. There will be no limit to the number of volunteers wishing to support the committee.

If this number cannot be achieved at the AGM further emergency general meetings will be held until the minimum number is reached. Until such time, the hall may function but no decisions may be voted upon.

Responsibilities

The committee is responsible for the management of the hall, to include, but not limited to, lettings and fundraising events. Each committee member will be assigned a role to facilitate the smooth operation of the running of the hall.

Members will be compliant with any legislation covering the hall and will carry out necessary risk assessments and inspections, The committee will report any issues, for which the parish council are responsible, to the chairman of the parish council for appropriate action.

Annual General Meeting

The AGM will be held annually at a date agreed by the committee and prominent public notices shall be placed in notice boards and on the village web site at least seven days prior to the meeting. Members will be appointed at this meeting. Immediately following this meeting there will be the first meeting of the appointed committee and the members roles will be allocated. Should a committee member have resigned a replacement may be appointed at the AGM.

Roles Chair/co-chair/vice-chair, secretary/treasurer/booking clerk/maintenance, health and safety