

ENSTONE PARISH HALL MANAGEMENT COMMITTEE CONSTITUTION

1. The Parish Hall shall be open to all inhabitants of Enstone, Church Enstone, Cleveley, Fulwell, Gagingwell, Heythrop, Lidstone and Radford.
2. The Management of the Hall shall be vested in the Parish Hall Management Committee to be elected annually at the AGM in April. Additional members may be proposed at any time and may be co-opted on to the committee with the agreement of two thirds of the current membership.
3. The Committee shall consist of not less than five members plus the Officers.
4. A Quorum shall consist of at least one third of the Committee Members.
5. The Committee shall meet at least four times a year and keep a record of its proceedings in a Minute Book.
6. The property of the Parish Hall shall be vested in the Trustees.
7. The Committee may engage on such terms and dismiss such paid Officers and employees as it may consider necessary.
8. In the case of misconduct by any person on the premises the Committee have the power to suspend or expel that person from any further use of the hall.
9. In the interests of good practice and a means of evaluating the charity's performance against legal requirements, the committee should annually select a responsible person to carry out an external examination of the accounts in accordance with the advice and checklist provided by the Charity Commission.
10. Charges for the use of the Hall shall be at the discretion of the Committee.
11. A copy of the Hall Rules is to be made available on request.
12. A special meeting may be summoned by the Secretary at the request of the Chairman or any two members. At least seven clear days' notice of the meeting should be given and the notice include details of the matters to be discussed.
13. The Committee may appoint such sub-committees as it considers necessary and empower them to co-opt persons who are not members of the Committee. In all circumstances the number of Committee members on the sub-committee must exceed the number of those co-opted. Each sub-committee will be expected to report back to the Committee as required on the carrying out of its delegated functions. No sub-committee has the power to authorise expenditure.
14. Where a member of the Committee has a personal interest in a matter to be discussed, that member must:-
 - a) Declare the interest at the start of the meeting or before the discussion begins.
 - b) Not be counted in the quorum for that part of the meeting.
 - c) Have no vote on the matter.
15. Rules may be altered and additional rules added at any time with the consent of a two thirds majority of the members of the Committee present.

March 2020