

English Bicknor Village Hall Charitable Association

Administration Document Final version 16 (February 2024)

The English Bicknor Village Hall is an Association which is governed by an indenture (1934) and these Governing arrangements. It is an unincorporated Charity - Registered Number: 272418. *These new administrative arrangements do not affect the terms of the Covenant or the Holding Trustees' overall responsibility for the operation of that Covenant (1934)*

The name of the Institution is English Bicknor Village Hall ("the Charity").

- 1. Objects:** The Charity's objects ("the objects") are as set out in the 1934 covenant.

The following sets out some administrative changes to the way the Charity will be run. These changes will be approved by the Trustees.

Membership of the Association

Membership of the Charity will be open to any person who resides within the Parish of English Bicknor, all of whom are associate members unless a person informs the Charity otherwise. Associate members and representatives of regular hall user groups are free to attend the annual open committee meeting and the AGM.

- 2. Holding Trustees**

There will be a minimum of three Custodian or Holding Trustees who legally hold the land and property on behalf of the Charity (as set out in the 1934 Covenant). This is not an active role in terms of managing the Charity on a 'day to day' basis.

- 3. Managing Trustees**

There will be a minimum of five managing trustees who have responsibility for the day to day running and financial control of the Charity. They will be made up of the elected trustee positions of Chair, Vice Chair, Treasurer and Secretary, and other coopted Trustees, to a maximum number of 7.

The Trustee Managers will be responsible for the day-to-day management of the Charity.

Their role is described as follows:

- To act reasonably and prudently
- To ensure appropriate insurance
- To maintain sound financial control
- To act together as a team
- To avoid any conflict of interest (any situation where any member benefits personally from any decision)
- To act in the interests of the charity and its objects

It is possible for the same person to hold the position of both Holding and Managing Trustee and may be unavoidable with the small pool of applicants. When this occurs, the Trustee needs to ensure a clear fulfilment of each role.

4. Other roles

One booking secretary who will be responsible for the event booking diary.

One bar treasurer who will account for the bar income and expenditure and make any profit donations to the Charity.

5. Election of Managing Trustees

The Managing Trustees will be elected annually at the Annual General Meeting of the Association (the "**AGM**"). All Managing Trustees retire at the following AGM where they may be re-elected.

If any Managing Trustee decides to retire and not seek re-election, this will be announced to the Committee, and then communicated to the Users and the wider Association in advance of the AGM with an open invitation for another User or associated member to apply.

If any Trustee Manager resigns during the year, a new Managing Trustee may be appointed at the next Committee meeting. They will be a temporary trustee until formally elected at the next AGM.

Applicants for trustee manager posts will be invited to set out in writing to the committee a description of what they can offer and how they anticipate they can serve the Charitable objects to inform the voting process.

Trustees must be deemed to be suitable individuals, over the age of 18 and resident in the Parish of English Bicknor.

The Charity Act 1993 lists the disqualifications as follows:

If an individual:

- has been convicted at any time of any offence involving deception or dishonesty, unless the conviction is legally regarded as spent (offences falling within this section are those where the definition of the offence requires proof of dishonest intention)
- is an undischarged bankrupt
- has made compositions with his creditors and has not been discharged
- has at any time been removed by the Commissioners or by the court in England, Wales or Scotland from being a trustee because of misconduct
- is disqualified from being a company director
- is subject to an order under section 429(2)(b) of the Insolvency Act 1986

Suitable checks, such as DBS, may be required.

6. Village Hall Trustee Committee

The general management and control of the Village Hall, the arrangements of its use, and the continuance and development of the charity will be carried out by the Managing Trustees via the Managing Trustees Committee. Control and use must be in the interests of the Charities objectives. Holding Trustees may be invited to attend the Managing Trustee Committee to provide support.

The Committee shall consist of:

- The Elected Trustee Managers
- Any user group member or associated member who is coopted by the Trustees or voted for by the AMG to fulfil the role of a Managing Trustee

The Roles and Responsibilities of the trustee managers and holding trustees is detailed further at Annex B.

All trustees are expected to become familiar with the formal role of Trustees and commit to fulfilling the role adequately. They are required to sign a declaration saying that they understand and will adhere to this Governance document. Training and development in fulfilling the role may be required. (see Annex C for Trustees Declaration).

7. Declaration of interests

All Trustees Committee members must declare any interest they have that could be considered a conflict of interests with the Charity in general and on specific agenda items.

Where there is a conflict of interest, the relevant person should not vote at the Trustee Committee meeting unless and until a majority of the non-conflicted Committee Members has approved their participation in any vote on the matter giving rise to the conflict of interest.

Trustees Committee Members are expected to act in line with general principles of ethical and financial probity.

8. Financial Management of the Bar

The Village Hall has a premises licence and sells alcohol at charitable events. The Trustee Management Committee is the named licence holder.

The primary purpose of bar trading in charitable events is to further the Charity's aims – in particular, to ensure a thriving Village Hall community. It is a requirement that these events are advertised as charitable events by the Charity both on the street and through social media.

Any profit made by the bar is retained as working capital and will contribute to the upkeep of the bar as needed. After deducting the amount required as working capital and running costs, the bar will make donations of any remaining profit to the Charity.

9. Managing Trustee Committee Meetings

There will be at least four Managing Trustee Committee meetings held every year plus one meeting for accepting the annual accounts and one AGM. A meeting of the Managing Trustee Committee will normally be arranged two weeks in advance, but from time to time may need to be arranged on shorter notice.

Managing Trustee Committee Members can propose items for the Committee meeting agenda. These should be sent to the Secretary as soon as possible, and at least two weeks before a committee meeting.

Agenda items should be supported by information to be sent out with the agenda wherever possible. This will ensure that the Managing Trustee Committee Members are informed of the context before the meeting.

There will be an AGM convened by the Managing Trustee Committee during an agreed month, with two weeks' notice to be advertised in a public place such as the Parish Council noticeboard and/or its website.

A quorum of three Managing Trustees is needed for a Managing Trustee Committee Meeting to proceed (this will be revised if there is a significant reduction in the number of the committee members).

Members of the public who reside outside of the parish may be invited to a Managing Trustee committee meeting for a specific purpose such as giving a presentation to the committee.

10. Minutes of Managing Trustee Committee meetings

The minutes of the meetings will be approved at the next meeting of the Committee. Draft minutes will be published on the Village Hall Committee website as soon as possible after the meeting (within two weeks). These will be replaced by the Approved minutes when possible. A brief summary of the main points of the meeting may be shared in the Parish magazine.

11. Communications with User Groups and Associate Members

The primary method of communications with regular hall users and association members will be via the website, the Parish Magazine, and using blackboards, poster advertising and social media for charitable events.

The primary method of communication between the Managing Trustee Committee Members will be by email or by a Committee WhatsApp group. This group will be monitored for appropriate use by the Secretary.

12. Users Group

Each regular User group will be invited to nominate a regular representative to act as a link between the group and the Managing Trustees. The Managing Trustees will invite User group representatives to attend a Users' Group Meeting. These will be held at least twice a year and are an opportunity for the regular User groups to feed back operational issues and concerns about the Hall and to bring any queries to the Managing Trustees about the Charity and its delivery. Any representative from the user group is welcome to attend and act as a conduit for issues for the group.

Any user group representative and Associate members are also invited to attend the annual Open meeting and the AGM and may vote.

Any user representative or Associated member is welcome to put themselves forward to be considered as a Managing Trustee when there is a Managing Trustee vacancy (minimum 5 and maximum 7) unless they live outside the Parish. If they reside outside the Parish, special application should be made to the Trustees.

13. Users Group Minutes

The secretary will minute the User Group meetings and draft minutes will be available on the website, to be approved at the next User group meeting.

14. Decision making

Some User Group or Managing Trustee Committee agenda items are intended for giving information, some for discussion only to explore the issues and some require a decision. It will be made clear on the agenda which is required for which item.

Only Trustee Committee Members may vote and participate at Trustee Committee meetings, apart from the AGM when the vote to elect Trustees will be open to User Group representatives and Associate members.

Each Managing Trustee Committee Member has one vote for each matter being discussed at the meeting (subject to the conflicts of interest provisions above). Decisions of the Committee will require the approval of a simple majority of the Trustee Committee Members in attendance at the meeting.

For any anticipated spend above the sum of £1,000, quotes will be sought.

Members of the public may attend meetings of the Managing Trustee Committee as invited by the Managing Trustees, and may provide their opinions on matters under discussion, but will not be included for the purpose of any votes of the Committee Members.

In the case of an equal vote, the Chairman of that meeting shall have a second or casting vote.

15. Complaints

In the event of any User Group representative, regular hall user, Associate member or Trustee wanting to express a complaint about the running of the Charity, the User groups, the Managing Trustee Committee, or any of their processes, they should submit a written description of the complaint to the Chair and the Secretary. The Committee will seek to provide a written response within two weeks of receipt of the complaint.

If the complainant continues to feel dissatisfied, the Committee should identify one Managing or Holding trustee and one independent member to hear the issue, and work to find resolution. It is important that the identity of those two independent people is agreed to be as fair and neutral by both parties.

A Complaints policy is available which has more detail.

16. Data Protection

To comply with the data protection legislation, the personal information for any Holding or Managing Trustee or User Group Representative will be kept securely at all times and will be destroyed once their membership ends. Email addresses will be used for internal communications about Village Hall matters only.

Every Holding or Managing Trustee will fill in a form (See Annex D) giving minimal personal information and will consent to this data being used for Village Hall purposes.

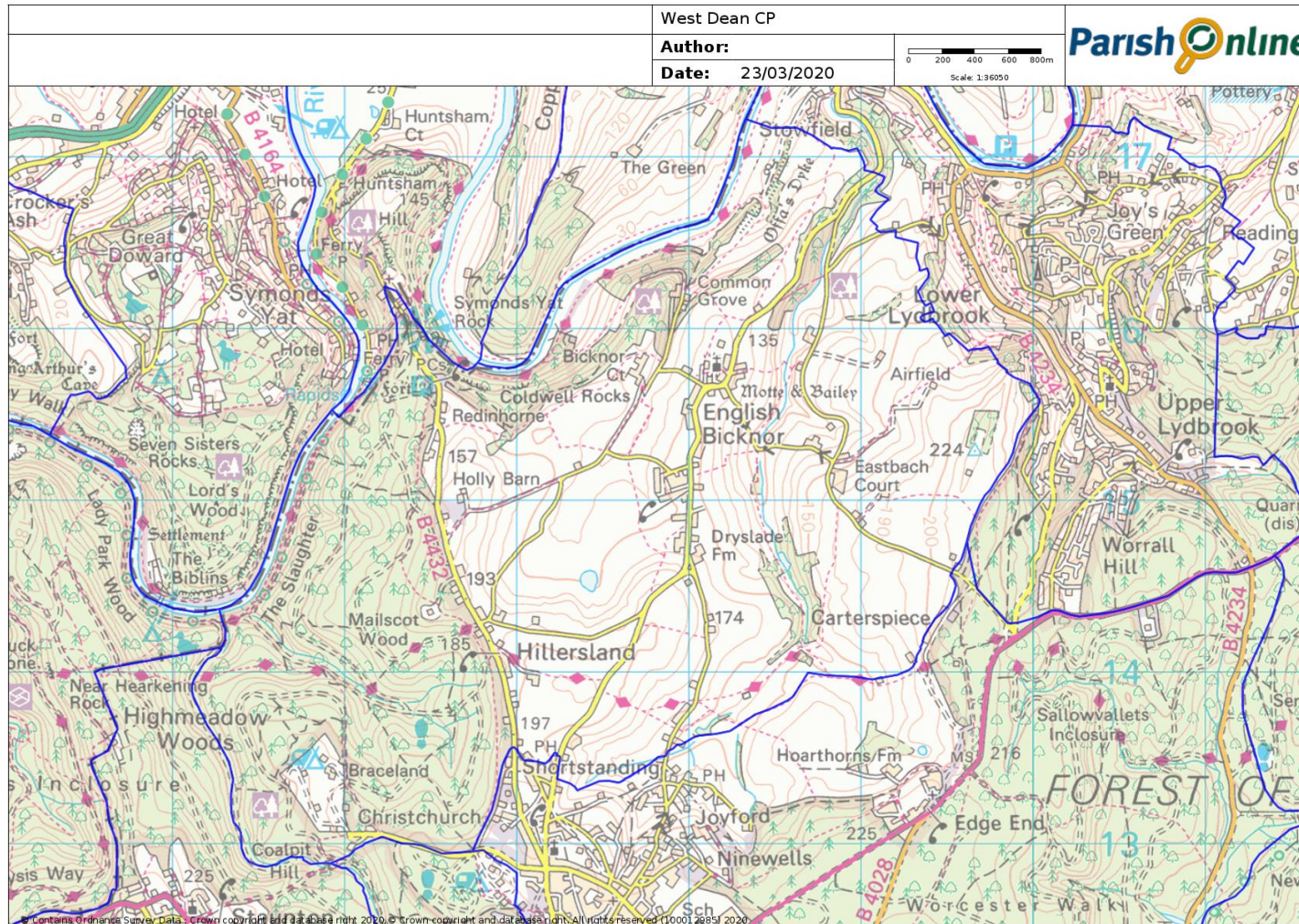
17. Copyright

To comply with copyright legislation, appropriate copyright licensing will be in place.

18. Revision

This document will be reviewed and revised as necessary annually at the English Bicknor Village Hall Accounts meeting which is normally held in October. Revisions must not be so significant that they impact on the Committee's capacity to fulfil its Charitable objects.

ANNEX A – Map of English Bicknor Parish



ANNEX B - Role Descriptions for the English Bicknor Village Hall Charity / Committee Managing Officers and Trustees

Chair of the Village Hall Charity and Committee

- Hold overall responsibility for the Village Hall, its management and its supporting committee
- Oversee the managing officers and be in regular communication with them.
- Have a knowledge of the premises and needs of the villagers
- Make sure the VH trustees are informed and used effectively
- To make sure the managing officers and the VH committee functions and performs effectively
- To be approachable and amicable.
- To be responsive and able to donate time for problems that crop up.
- Attend majority of premises fund raising events

Vice Chair of the Village Hall Charity and Committee

- Supporting the Chair by standing in for him / her as needed, and providing support to the Chair on an ongoing basis.
- Supporting the VH Management Team.
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Treasurer of the Village Hall Charity and Committee

- Contact address for correspondence for the accounts
- Weekly update of accounting records, reconcile accounts file with monthly statements, maintain the accounts ready for YTD and full end of year totals
- Arrange independent examination of accounts in October
- Bank accounts - updates and amendments
- Pay cash and cheques into the bank for hall and Bar accounts
- Receive bookings forms and payments
- Chase payments from time to time, raise invoice's when required
- Pay bills and invoices via cheques (2 signature)
- Pay cleaning staff and maintain records
- Renew licences as and when throughout the year
- Check insurance policies and renew
- Maintenance of fire alarm servicing and intruder alarm system with providers
- Arrange boiler service agreement and annual service
- Arrange and renew contracts for electric, gas, septic tank, internet, phone, Pat testing.
- Key holder for all contractors for checks to the building
- Weekly contact with management committee
- General on hand help for day to day running of the premises

Secretary of the Village Hall Charity and Committee

- Send out, by email, meeting notifications to the VH Committee Members.
- Request and collect agenda submissions from the VH Committee Members.
- Compile and send out the agreed agenda to the VH Committee Members.
- Record VH Committee Meeting, AGM and Accounts meetings discussions, decisions and actions and produce the Minutes of the Meeting (MOM).
- Send out the draft MOM to all VH Committee Members for comment and then send out the agreed MOM to all VH Committee Members.
- Ensure that a copy of the MOM is placed on the EB VH website.
- Two weeks before the annual AGM (normally held in November) advertise the meeting by placing a poster in EB VH, St Mary's Church, village notice board and Hillersland notice board (in the old phone box).
- Keep securely VH Committee files and documents.
- Manage the EB Village Hall email account.
- Carryout any other secretarial and administration tasks as required by the VH Committee
- Act as central liaison point with the Charities Commission
- Produce the Parish Council Report and send it to the Parish Council each May.
- Produce the VH Annual Report and Accounts for the Charities Commission (CC) and post it on the CC website by July each year.

Bookings Manager

- Be responsible for taking bookings for hire from local groups and events hire
- Update the group calendar
- Communicate via group messenger and phone to ensure smooth running of events booking
- Be the first point of contact and the phone number for all bookings

Treasurer of Bar

- Update of and hold accounting records of sales and costs for the bar, all drinks, and bar related equipment, reconcile accounts file with monthly statements, maintain the accounts ready for YTD and full end of year totals
- Liaise closely with the VH treasurer

Trustees (extract taken from.gov.uk website)

Trustees have overall control of a charity and are responsible for making sure it's doing what it was set up to do.

Trustees are the people who lead the charity and decide how it is run.

Trustees' 6 main duties

1. Ensure your charity is carrying out its purposes for the public benefit.

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

2. Comply with your charity's governing document and the law

You and your co-trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity

3. Act in your charity's best interests

4. Manage your charity's resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement.

5. Act with reasonable care and skill

6. Ensure your charity is accountable

You and your co-trustees must comply with statutory accounting and reporting requirements.

English Bicknor Charity has taken out a liability insurance which gives financial protection to trustees.

For more information follow the links below.

Charity Trustee what is involved.

<https://www.gov.uk/guidance/charity-trustee-whats-involved>

The Essential Trustee

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Annex C - Trustees Declaration

English Bicknor Village Hall Charity

Declaration by Holding or Managing Trustee

I have received, studied and understand the Charity’s purposes (objects) and rules set out in the 1934 Covenant and the 2023 Governance Document

I understand that as a Trustee, I need to adhere to the requirements of these documents and to the requirements of the law

I am over the age of 18 and am not disqualified* from serving as a Trustee

In the event of my being disqualified, I will take no further part in the affairs of the Charity for the length of the disqualification

I will uphold, to the best of my ability, the principles and processes of the Charity as set out in the named documents

By signing this form, I declare that I am willing to act as a Charity Trustee

I also declare that:

- The information I provide is true, complete and correct
- I will comply with my responsibilities as a Trustee set out in the Charities Commission guidance

Appointed as

Name (print)

Signature

Date

Email address

Home address

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*The Charity Act 1993 lists disqualifications as:

- An unspent conviction for an offence involving dishonesty or deception
- An undischarged bankruptcy
- An undischarged composition or arrangement with creditors
- Having been removed from the office of charity trustee by the Charities Commission or High Court
- Being subject to a disqualification order under the Company Directors’ Disqualification Act 1986

Annex D – Data Protection

Personal Data Authorisation

In order to conduct English Bicknor Village Hall business there is a need to be able to communicate effectively with VH Trustees, VH Managers and VH Committee Members. In order to comply with the General Data Protection Regulations, individual's need to consent to personal information being held by the VH Managers. Any personal data will be kept securely at all times and will be destroyed and deleted when they cease to be trustees, managers or committee members. As a minimum an email address is required as email is the primary means of communication and email will be used for internal communications about Village Hall matters only.

Every VH Trustee, VH Manager and VH Committee member is required to complete this form giving minimal personal information and consenting to this data being used for Village Hall purposes only.

Electronic personal data will be kept in encrypted files held by the VH Secretary.

Declaration

I consent to the following personal data being held by the VH Managers for the purposes of communicating VH business. I understand that when I leave my position as a VH Trustee, VH Manager or VH Committee Member my personal data will be destroyed or deleted. This will include hard copies and electronic copies of my personal data.

I consent to the VH Managers holding my personal information as provided below. (Note: Name, Position Held and email is the minimum required data).

Name	First Name	Surname
Mr/Mrs/Miss (other)(Mandatory)		
Position Held (Mandatory)		
E Mail address (Mandatory)		
Mobile Number (Optional)		
Home Phone Number (Optional)		
Mailing Address (Optional)		
Signature (Mandatory)		