**ALBOURNE PARISH COUNCIL – VILLAGE HALL**

Albourne Parish Council is the sole managing Trustee of the Charity known as Albourne Village Hall (registered number 273399), which was established under a Scheme of Management sealed by the Charity Commission on 28th July 1994. As such, the Parish Council now confirms and puts in place a Village Hall Management Committee under the provisions of section 101(1) of the Local Government Act 1972, on the following terms:-

* The Committee shall be known as the Village Hall Management Committee (the Committee).
* It shall comprise 5 Parish Councillors, and 4 co-opted members. Should the Parish Council not be able to fill its full membership from amongst the Councillors, then the vacancy shall be held open, and shall be filled as and when the Council is able to do so.
* In the event that there are an equal number of Parish Councillors and co-opted members, any matter or recommendation put to the vote, and where there are an equal number of votes cast for and against, shall be decided by the Chairman’s casting vote.
* Any decision, which the Clerk to the Council advises may be in breach of, or compromise the Parish Council’s duties as the charitable trustee of the Village Hall, shall be referred up to the next meeting of the full Parish Council for a final decision.
* The first appointment of its members shall take place at the first Albourne Parish Council meeting following approval, and thereafter at the Annual Parish Council meeting in May of each year.
* It’s Chairman and Vice Chairman shall be elected from amongst its members at the Committee’s first meeting following appointment, but both positions must be held by a Parish Councillor.
* The Committee shall meet on at least 4 occasions per year, with meetings to be held preferably on the Tuesday before the relevant Parish Council meeting.
* The Committee shall be clerked by the Parish Council Clerk, who shall be responsible for the production of Agendas, in consultation with the Chairman of the Committee, and for the preparation of the minutes of its meetings. The rules of procedure, transparency, and publication, shall apply equally to this Committee as for the Parish Council.
* **The Primary Purposes** of the Committee are re-stated, as follows (points 1-4 were first agreed at the Parish Council meeting held on 27th January 2004):-  
    
  (1) Upholding the trusts of the Charity.  
  (2) Ensuring on a day-to- day basis, that the Village Hall is maintained, repaired, and improved.  
  (3) Encouraging the use of the Village Hall through lettings. The lettings policy shall be the responsibility of the Committee, but it shall be reviewed once a year. However, for the avoidance of doubt the Parish Council shall not be charged for the hire of the Village Hall for its own meetings.  
  (4) The Committee shall manage and be responsible for the charity funds, which shall be held separately from any Parish Council funds, and shall arrange for the recording of all income and expenditure, and for the compiling of the annual accounts.  
  (5) Appointing a bookings secretary, and Treasurer for the Village Hall (who shall be responsible for the hiring and use of the Hall, and the day-to-day finances of the Hall respectively)., and for agreeing the remuneration for the performance of the roles, and overseeing the work of the persons so appointed.   
  (6) Establishing a Social Group (if agreed), and setting its terms of reference, spending limits, and the reporting accountability for such a Group.  
  (7) Running and managing the Pop-up-Pub within the Village Hall, and setting terms of reference, and reporting accountability for the volunteer team. The Committee shall also hold the Premises License for the Hall, and any other Licenses, which are necessary for the successful running of the Pub, and Hall.  
    
  Further:-
* The Committee shall be responsible for making the appropriate annual return to the Charity Commission.
* The Treasurer l shall be the responsible officer for ensuring compliance with the above..
* The Committee shall report back to the Parish Council on at least 4 occasions per year, with a record of its activities over the preceding quarter, to make appropriate recommendations, and in order to present quarterly accounts for noting and approval where necessary.
* Projects in regard to the Village Hall and premises, with an estimated spend of more than £5,000 shall require the prior approval of the Parish Council as the trustee.
* Although some responsibilities are set out above, the Committee shall for the avoidance of doubt, be responsible for those parts of the original Lease and Trust Deed dated 4th January 1977 (made between Mid Sussex District Council, and the original Trustees), which are still in force, namely:-  
    
  Clause 11 – holding an Annual General meeting (“*all inhabitants of the area of benefit of 18 years of age and upwards shall be entitled to attend and vote at the Annual General meeting, and the accounts for the preceding year shall be presented”*.)  
  Clause 12 – implementing buildings insurance cover on the premises.  
  Clause 13 – Applying all income for or in connection with the Village Hall for the purposes of the Charity.  
  Clause 14 – Investing any such monies not needed for the above as may be appropriate.  
  Clause 15 – Raising and receiving donations and endowments for any special objects connected with the Charity.  
  Clause 16 – Keeping proper books of account.  
  Clause 17 – With the consent of the Charity Commission, mortgaging any property of the Charity for the purposes of maintaining, extending, and improving the Village Hall and premises whenever necessary.  
  Clause 18 – Deciding on any surrender of the Lease, or termination of the Charity.  
  Clause 19 – Making and altering the rules of management of the Charity.  
    
  For the avoidance of doubt, any action proposed under clauses 17-19 above shall only be taken with the express consent of the Parish Council.
* At the relevant Parish Council meeting, there shall be an item on the Agenda for the receipt of reports, recommendations, and accounts as above, but it shall be clear that for that item, and for any decisions to be taken, the Parish Council shall sit as the Charitable trustee of Albourne Village Hall, not as the Parish Council.

NOTE: This revised Constitution was approved at the Parish Council meeting held on 4th March 2025. See the minutes.