

BECKINGHAM VILLAGE HALL MANAGEMENT COMMITTEE

CONSTITUTION

1. The objectives of the committee shall be:
 - 1.1 To organise the booking and letting of the Village Hall
 - 1.2 To ensure that adequate health and safety requirements are met
 - 1.3 To ensure that satisfactory insurance cover is provided
 - 1.4 To approve rates and conditions of hire for the Village Hall
 - 1.5 To promote events and raise funds if they so wish
2. The committee shall consist of Officers, representatives of recognised groups and societies and interested parishioners. All committee members to be on the electoral role of Beckingham.
3. The Officers of the committee shall be a Chairperson, a Treasurer, and either a Vice Chairperson or Secretary. All Officers to be elected for a period of one year.
4. The election of Officers shall take place at the AGM in the following manner:
 - 4.1 Notification of the election to be posted in a public place not less than two weeks prior to the AGM
 - 4.2 Nominations for the posts, proposed and seconded in writing and signed by the nominee must reach a nominated committee member not less than one week prior to the AGM
 - 4.3 If more than one person is nominated per post then a secret ballot will be held. In the event of a tie the retiring Chairperson shall be allowed one extra vote. All persons involved in the election process to be on the electoral role of Beckingham.
5. The Committee shall hold at least three meetings annually, one of which shall be the AGM. The quorum for these meetings shall be three persons. The meetings to be held in the Village Hall and open to members of the public who wish to attend as observers. The agenda for each meeting to be circulated to members and posted in a public place not less than two weeks prior to the meeting.
6. The agenda at the AGM, to be held during April of each year, shall comprise:
 - 6.1 Minutes of the previous AGM
 - 6.2 Matters arising from the minutes
 - 6.3 Reports from retiring Officers
 - 6.4 Election of the Officers
 - 6.5 Any other business – for discussion only
7. The Treasurer shall prepare a financial statement as at 31st of March each year. This statement to be circulated to committee members prior to the AGM and to be submitted to the Parish Council for submission to the appointed auditor with the full Parish Council accounts. All cheques drawn of the Beckingham Village Hall Management Committee bank accounts to be signed by two out of three nominated signatories, one of which must be an Officer of the Beckingham Village Hall Management Committee
8. This constitution shall only be changed at the AGM. Proposed changes shall be presented at the meeting prior to the AGM and shall be posted in a public place two weeks prior to the AGM