

FVH DESK OPERATING PROCEDURE

Serial No	Title	Sponsor
004	FOSTON VILLAGE HALL CONSTITUTION CHARITY NO. 503716	Committee

References:

- A. [FVH Equal Opportunity Policy](#)
- B. [FVH Safeguarding Policy](#)

INTRODUCTION

1. This Foston Village hall Document has been accepted by Foston Village Hall Committee on as the New Constitution for Foston Village Hall, which comes into effect immediately as the top level document written in the spirit of the original Conveyance document written on 21st October 1929. The original copy is at Enclosure 1; with a clear transcript at Enclosure 2. This revised document should be reviewed every 5 years, or when circumstances dictate.

AIM

2. The AIM of the New Constitution is to set out clearly the principles of Foston Village Hall and how it operates today and the specific roles and responsibilities of Trustees and those in key appointments (Chairman, Deputy Chair, Secretary and Treasurer).

FOSTON VILLAGE HALL

3. The Village Hall is Registered with the Charity Commission as “Foston Village Hall” and our Charity Number is 503716 and has been in existence since 1929. The purpose of Foston Village Hall is to:

To be a Community Facility for all, where the Committee is Charged with the responsibility To raise and manage funds to maintain and operate the Village Hall for the benefit of the Foston Village residence and local area. This is achieved through fund raising events and hiring out the hall for community events, activity groups, Clubs and social events.

HALL MANAGEMENT

TRUSTEES

4. The trustee key responsibility is for the effective management of the Village Hall and the safety and well-being of it's users. The Trustees are proposed and elected each year following the Annual General Meeting held at a date agreed by the Committee, where Trusteeship is open to all Foston residents and user group representatives over the age of 18 years. On establishment, they will become the Foston Village Hall Committee up to a membership of 14 Trustees of which, 5 must be elected.

5. Trustee/ Committee responsibilities are detailed as the following:

- The Trustees and Officers shall abide by the Licence of Use as issued by the Regulatory Authority and by all relevant legislation such as the Health and Safety, Equal Opportunities and Safeguarding.

- The Committee is responsible for managing the repair and maintenance of the Hall and compliance with any Building, Health and Safety or Fire Safety Regulations that may apply.
- The Committee are to take up Hall Insurance against Fire, Burglary, Public Liability and other insurable risks.
- **Annual General Meeting (AGM):**
 - The Village Hall AGM shall be held annually on a date agreed by the Committee and prominent public notices shall be posted on the Hall, FVH Website and Facebook, village notice boards, giving at least seven days' notice of the AGM.
 - At the AGM all Trustees and Officers stand down and Trustees for next year noted.
 - Election of new Officers i.e. Chairperson, Vice Chair, Secretary and Treasurer take place. In the event of more than one nomination for each position, a vote will take place amongst the attendees of the meeting. The position will be filled by the person with the most votes.
 - To stand for election, a person must be nominated and seconded by two different Trustees.
 - No person can hold more than one position at any one time.
 - At the first Committee Meeting Following the AGM the new trustees will be inducted in their duties as Trustees and Committee for the coming year and will sign to receive and acknowledge their duties; to act in the spirit of this constitution. Further advice and guidance in their responsibilities will be provided by the Committee.
 - Trustees may stay on the Committee for subsequent years.
- **Officers' Duties:**
 - **Chair.**
 - Responsible for chairing all Committee meetings.
 - Manage on behalf of the Committee the Village Hall Website.
 - Act as second reporting Line Manager for the Village Hall Cleaner.
 - **Vice Chair.**
 - Chair meetings in the absence of the Chair.
 - Act as Hall Manager for Bookings and general upkeep of the hall.
 - Act as Line manager to the Village Halls employed cleaner.
 - **Secretary.**
 - Organising meetings of the Committee and writing and distributing the agenda and documents.
 - After Committee Meetings, write up the draft Minutes and ensure there distribution to Trustees within 7 days after the meeting.

- Acting as the focal point for all Village Hall correspondence and to write on behalf of the Committee to outside agencies, as directed in the minutes.
- Manage and update Foston Village Hall Page on the Charity Commission Website
- **Treasurer.**
 - Is to report financial matters in the form of a Liquidity State at the Village Hall Committee Meetings.
 - Maintain the Village hall Ledger and subsidiary book, in order to prudently manage the Village Hall's finances.
 - Daily Management and overview of FVH Bank Account transactions
 - Produce Customer Invoices
 - Manage employee wages
 - Prepare Accounts for Audit
 - Present Audit Report Annually at the AGM

ADMINISTRATION

EQUAL OPPORTUNITIES

6. The FVH Committee operate an equal opportunities policy. All issues relating to employment of staff are the responsibility of the Committee. Day to day Line Management responsibilities sit with the Vice Chair. The FVH Equality Statement is at [Reference A](#) and displayed on the Village Hall Notice Board. Our Commitment:

We are committed to the Equality Act 2010 and will not condone or tolerate any forms of discrimination by age, sex, race, disability, religion or belief, sexual orientation and pregnancy/maternity. Any cases of discrimination at Foston Village Hall will result in the person in question being asked to leave the site and may result in the matter being reported to the relevant authority.

SAFEGUARDING

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse. Foston Village Hall Safeguarding Policy can be found at [Reference B](#) all Trustees, User Groups and Private Hire Customers who work with Children, Young Persons or Vulnerable Adults are to familiarise themselves with this Policy.

7.

ACCOUNTS

8. The Trustees must comply with the accounting requirements of the Charities Act 2011 and any subsequent revisions, or relevant statutory requirements to the income/expenditure levels of the charity.

BANK ACCOUNT

9. The Trustees shall set up and manage FVH Bank Account as necessary and make adequate provision for the control of all Transactions. Four signatories shall be nominated and any two must sign all cheques and Authorisation forms for Standing Orders, Direct Debit or Account Transfers.

FVH FINANCE POLICY

10. FVH Finance Policy is in draft and will be cover in detail under a future FVH Technical Operating Procedure.

MAINTENANCE OF THE HALL

11. Daily management and routine upkeep of the Hall is the responsibility of the Vice Chair, however the Committee are as a collective, responsible for approving repairs and/ or Refurbishment. Funding for these works should be achieved through Grant Applications. Exception to this would be essential or emergency work that fall out of programme, where on these occasions cost will fall to the FVH Fund. Any future works or Refurbishment should be Identified during the Village Hall Annual Site Safety Survey Inspection which should take place every April.

Claude Preira
(E-Signature Ref: 210)

CNR PREIRA
Chairman
FVH Hall Committee

Dated 4 Feb 21

Enclosure:

1. [Transcript of Foston Village Hall Conveyance Dated 21st October 1929](#)
2. [Original Conveyance document written on 21st October 1929.](#)