

The Constitution is set out in the Trust Deed of 29th March 1965

The Freehold Property known as Fairlight Village Hall is vested in the official Custodian of Charities, and is registered under the Land Registration Acts 1925 and 1936.

PURPOSES: The Property is held upon trust “for the use of the inhabitants of Fairlight and the neighbourhood, without distinction of sex, or of political, religious or other opinions, and in particular for the use of meetings, lectures and classes, and for other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the residents.

MANAGEMENT: The appointed Committee of Management shall be the administering Trustees of the foundation. The Committee shall consist of:-

- a) At least 5 but not more than 10 ELECTED MEMBERS, WHO SHALL BE ELECTED AT THE Annual General Meeting and their term of office shall expire at the end of the Annual General Meeting in the following year.
- b) REPRESENTATIVE MEMBERS, who shall be appointed by the organisations affiliated to the Village Hall. They shall be appointed before the Annual General Meeting for a term of office commencing at the end of the Annual General Meeting next after their appointment and expiring at the end of the Annual General Meeting in the following year.

The appointing organisations are those organisations which are recognised as Associated Members of the Village Hall and they must send a delegate to all meetings.

In the event of an application for representation on the Committee being received from an existing or newly formed organisation, a two thirds majority vote of all members of the Village Hall Committee will be necessary.

CO-OPTED MEMBERS: The Committee shall have the power to co-opt not more than TWO MEMBERS to hold office until the end of the next Annual General Meeting.

CASUAL VACANCIES ON THE COMMITTEE – that of an elected member shall be filled by the Committee at their discretion; that of a representative member shall be filled by the appropriate appointing organisation. Those persons filling vacancies will hold office until the end of the next Annual General Meeting.

COMMITTEE MEETINGS: THE Committee shall hold at least two ordinary meetings in each year, and may hold such other ordinary meetings as may be required. A special meeting may be summoned at any time by the Chairman, or by any two members upon seven days clear notice being given to all other members of the matter to be discussed.

CHAIRMAN AND VICE CHAIRMAN: In each year, at the first meeting after the Annual General Meeting, the Committee shall appoint one of their number to be Chairman of their meeting, and may elect one of their number to be Vice Chairman. They shall continue to hold office until their respective successors are elected.

VOTING: Every matter shall be determined by the majority of members present and voting on the question. In the case of equality, the Chairman shall have a second and casting vote.

PERSONAL INTEREST: Save by permission of the Secretary of State, in writing, no member of the Committee shall take or hold any interest in any property belonging to the Foundation otherwise than as a Trustee, or receive any remuneration or be interested in the supply or work or goods at the cost of the Foundation.

ANNUAL GENERAL MEETING: This shall be held in April of each year, or as soon as practicable thereafter. All inhabitants of 18 years of age and upwards shall be entitled to attend and vote. Public notice of each Annual General Meeting shall be displayed in some conspicuous part of the Trust property and other conspicuous places in the area at least seven days before the date of the meeting. The Committee shall present the Report and Accounts for the preceding year.

FINANCIAL YEAR: The financial year shall be from 1st April to 31st March each year.

APPLICATION OF INCOME: After payment of any expenses of administration, the net income of the Foundation shall be applied by the Committee in the maintenance, upkeep and insurance of the property, and the payment of Council Tax and other expenses in connection therewith, and in otherwise furthering the purposes specified. The Committee shall keep all buildings in repair and insure against fire, burglary, public liability and other insurable risks.

MINUTES AND ACCOUNTS: The Committee shall supply a Minute Book and Book of Accounts. A copy of the Accounts shall each year be sent to Fairlight Parish Council and (on demand) to the Secretary of State.

USE BY OTHER BODIES/PERSONS: The Committee may from time to time permit the Property to be used otherwise than for the purpose specified.

MORTGAGES AND CHARGES: The Committee may, with the consent of the Secretary of State, from time to time, by mortgage or otherwise obtain such advances on the security of the Trust Property, or any part thereof, as may be required for maintaining, extending or improving the same or any part thereof, or erecting any building thereon, or for work carried on therein, and may continue or repay in whole or part, and from time to time any existing mortgage charge on the Trust Property.

LIQUIDATION: If the Committee decided at any time that it is necessary or advisable to discontinue the use of the Trust property in whole or in part, it shall call a meeting of the inhabitants, giving fourteen days notice, stating the terms of the Resolution that will be proposed thereat. Notices shall be posted in conspicuous places on the Trust Property and elsewhere, and an advertisement displayed in a newspaper circulating in the area. If such decision were confirmed by a majority vote of those present at the meeting, the Committee may, with the consent of the Secretary of State, let or sell the Trust Property, or any part thereof. All monies from such lettings or sale, after satisfaction of any liabilities payable, shall be applied either in the purchase of other property approved by the Committee or be held in trust for purchase of other property approved by the Committee or be held in trust for the purpose specified. Such monies shall be invested in the name of the Official Custodian of Charities.

RULES AND REGULATIONS: Within the limits of the Trust Deed, the Committee from time to time may make and alter rules and regulations:

1. For the conduct of their business and meetings
2. The terms and conditions upon which the Trust Property may be used, and the sums to be paid for such use.
3. They may appoint one of their number to act as Secretary without remuneration, or appoint some fit person at such remuneration as the Committee may determine.
4. They may appoint an Auditor, Treasurer and such other unpaid offices as they may consider necessary, and fix their respective terms of office and
5. They may engage and dismiss such paid officers and servants as they consider necessary.

QUORUM: The number of members of the Committee or Management, which shall form a quorum, is determined as FIVE but not less than one-third of its total membership.

SUB COMMITTEES: The Committee shall appoint such sub-committees, as is deemed necessary or expedient.

QUESTIONS UNDER DEED: Any questions as to the construction of the Trust Deed of 29th March 1965, or as to the regularity or the validity of any acts done or about to be done under the Deed, shall be determined by the Secretary of State upon such application made to him for the purpose, as he thinks sufficient.

STANDING ORDERS: THE Committee may make standing orders for the conduct of its meetings.

HIRE OF THE HALL: the scale of charges shall be fixed by the committee. Applications for the hire of the hall shall be made to the Hon. Hall bookings secretary and the relative charges made to him/her. The hirer shall be responsible for its proper and orderly use, and for leaving the Hall in a clean and tidy condition, and will be liable for any damage done to the Hall or its contents, or for any loss. The Hall must in any event be vacated by 11.45pm.

The Right to refuse any application for the hire of the Hall or to refuse admission to any individual, without assigning any reason, is reserved to the Committee, or the Chairman acting on its behalf.

No intoxicating liquors are permitted to be consumed on any part of the premises without express permission, from the Chairman or the Hon, Hall Booking Secretary.

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