

# Constitution

1. The **Arnesby Village Hall Trust** (AVHT) exists primarily for the use and benefit of residents of Arnesby. Residents, non-residents and organisations may use the Hall in accordance with the terms and conditions of hire published on the booking site <https://hallbookingonline.com/arnesby/>
2. The policies, rules and general management of the affairs of AVHT are formulated and agreed by the Trustees. Policies on: Terms and Conditions, Hire Charges, Safeguarding and Complaints are published on the hall booking site <https://hallbookingonline.com/arnesby/>
3. The **Main Committee** consists of up to 14 trustees as follows:
  - a) Chair
  - b) Vice Chairman
  - c) Secretary
  - d) Treasurer
  - e) Booking Secretary
  - f) Representatives of local organisations (by invitation)
  - g) Such additional persons as the Main Committee may decide to co-opt.

A quorum of 6 is required to ratify decisions at general meetings including the Annual General Meeting. The Chair will have the casting vote if necessary.

All Trustees must be willing to contribute actively to AVHT and prepared to sign a 'Statement of Eligibility'.

4. Day to day management of the Hall will be controlled by an **Operating Committee** made up of the Chair, Secretary, Treasurer, Booking Secretary and at least one other co-opted Trustee. A quorum of 3 will be necessary to ratify decisions.
5. **Special general meetings** of the Trustees may be called by the Operating Committee or by individual Trustees who must submit to the Secretary a written request signed by at least three additional Trustees, stating the reasons for calling the meeting. A notice of 21 days to be given of such a meeting.
6. From time to time decisions may be required urgently outside of general meetings. In these cases trustees will be canvassed by email or via Whatsapp, with at least 6 responses required before a decision can become effective. A majority decision of responders will prevail.
7. The Secretary will produce minutes of all meetings of the Trustees which will be published on the village web site <https://www.village-web.co.uk/>
8. The Treasurer will present a full audited financial report at each Annual General Meeting. The financial year shall run from 1st August to 31st July. The Financial Arrangements policy can be accessed on the village web site <https://www.village-web.co.uk/>

9. The **Annual General Meeting** shall be held towards the end of each calendar year. Twenty-one days notice, and the Agenda of business to be transacted, shall be given by displaying such notice on the Village Hall notice boards, via Whatsapp and on the village web site <https://www.village-web.co.uk/>
10. Business to be transacted at an Annual General Meeting will include:
- a) Minutes of the last Annual General Meeting
  - b) Election of the Officers and Auditors
  - c) Presentation and approval of the financial report
  - d) Review of Hall hire charges
  - e) Chairman's Report on the past year and plans for the following year
  - f) Changes to AVHT's constitution
  - g) Changes to any AVHT policy
11. In the event of the closure and dissolution of the Village Hall, the Management Committee shall distribute any assets remaining, after the payment of all bills, to village organisations identified by the Trustees.

**Ratified** at the AGM held on 14<sup>th</sup> October 2025

Susan Cooper, Chair:.....

Jenny Lees, Secretary:.....