

Carperby Village Institute

Constitution and Governance Document

The Village Hall sets out the Constitution and Governance and outlines the guidelines, policies, and procedures for the effective management and operation of the Village Hall. The aim is to ensure that the hall is run efficiently, transparently, and in the best interests of the community.

Carperby Village Institute, also known as Carperby Village Hall sits on land donated to the care of the Trustees. The building, planned and paid for by the village residents, was opened in 1926 and extended in 1935 and also entrusted to the Trustees. It was managed under the terms of the Trust Document of 1926 until it became a Registered Charity in 1993 (Charity Number 1031763).

For nearly 100 years the Village Institute has been run by volunteers who continue to work to support the original purpose of the building, which is to be used for the benefit of the residents of Carperby-cum-Thoresby.

There is a large hall, a snooker room with a corner for small meetings, a fully fitted kitchen, wheelchair access and facilities.

The Village Institute is used regularly for community events including concerts, parish meetings, Penhill Ladies, art club, flower club, Lunch Club, First Responders, Warm Saturday coffee mornings, Young Farmers and badminton. The snooker room is available to be booked by locals.

1. Governance Structure

Trustees: The Trustees are responsible for ensuring that the Village Institute is run effectively. They are responsible for the oversight of the following. The **Management Committee** manage these on a day-to-day basis:

i. Governance and Compliance:

- **Legal Obligations:** Adhering to relevant laws, such as health and safety, Charity Commission reporting, data protection and safeguarding
- **Policies and Procedures:** Establishing and monitoring policies to guide the operation of the hall

ii. Financial Oversight

- **Budget Management:** Preparing and monitoring budgets to ensure financial sustainability
- **Financial Reporting:** Maintaining accurate financial records and producing annual financial statements
- **Financial Audit:** Implementing an annual independent audit
- **Fundraising and Grants:** seeking funding opportunities and managing grants

iii. Strategic Planning:

- **Vision and Goals:** Developing and implementing a strategic plan for the hall's future
- **Community Needs:** Assessing and responding to the needs of the local community

- iv. **Maintenance and Operations:**
 - **Facility Management:** Ensuring the hall is well-maintained and safe for users
 - **Hiring and Supervision:** Overseeing volunteers

- v. **Community Engagement:**
 - **Promoting Activities:** Encouraging community use of the hall through events and activities
 - **Building Relationships:** Engaging with local organisations and residents

- vi. **Risk Management:**
 - **Identifying Risks:** Recognising potential risks and implementing measures to mitigate them
 - **Insurance:** Ensuring appropriate insurance coverage is in place.

2. Trustee Appointments:

There are five Trustees in office at any one time. Trustees are responsible for maintaining their number and will meet to appoint new Trustees as required. In appointing new members, the Trustees will seek to reflect the demographic of the village.

Newly appointed Trustees confirm, by signing the minutes of the AGM at which they are appointed (or the most recent minutes if they are appointed mid-year), that they are not disqualified under the Charities Act. That is, they:

- have not been disqualified as a company director
- do not have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are not an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with their creditors
- have been removed as a trustee of any charity by the commission (or the court) because of misconduct or mismanagement

3. Management Committee: Appointments:

The management committee will be elected on an annual basis at the Annual General Meeting (AGM). The committee will all stand down at the following AGM. Committee members may stand for re-election without any limit on the number of years they have served. The Management Committee Comprises:

- Trustee and Chair
- Vice Chair
- Treasurer
- Caretaker Representative
- Bookings Secretary
- Secretary

4. Management Committee: Roles and Responsibilities:

- **Chairperson and Trustee**
 - Liaises between the Trustees and the Management Committee
 - Presides over meetings
 - Provides leadership and direction to the committee

- Ensures the implementation of decisions made by the committee
- Ensures that policies and procedures are reviewed and implemented
- Completes the Annual Return to the Charities Commission
- Leads on actions as agreed by the committee
- **Vice-Chair**
 - Assumes the duties of the Chair in their absence
 - Assists the Chairperson in their role
 - Leads on liaison with the community
 - Named person for Safeguarding reports
 - Leads on actions as agreed by the committee
- **Treasurer**
 - Manages the financial affairs of the Charity
 - Prepares financial reports and budgets
 - Ensures the proper accounting and auditing of funds
 - Monitors the agreed financial reserves
 - Supports applications for grant funding by providing data
 - Provides a financial report to the AGM
 - Liaises with the Booking Secretary regarding payments for bookings
 - Leads on actions as agreed by the committee
- **Booking Secretary**
 - Manages the booking process
 - Liaises with the Treasurer regarding payments for bookings
 - Supports the Management Committee and Institute users in the use of the online booking system
 - Reviews the information on the online booking system
 - Leads on actions as agreed by the committee
- **Secretary**
 - Prepares and distributes agendas and minutes of meetings
 - Manages correspondence
 - Maintains records of committee activities
 - Liaises with Trustees with regard to legal documents for which they hold responsibility (eg: insurance)
 - Supports the regular updating of policies and procedures
 - Leads on actions as agreed by the committee
- **Caretaker Representative**
 - Liaises between the Management Committee and the Caretakers
 - Raises maintenance issues
 - Supports the efficient maintenance and day to day management of the Institute
 - Leads on actions as agreed by the committee

5. Caretakers

The team of caretakers are at the forefront of the day-to-day management of the Institute. They:

- Are primary key holders

- Liaise with the Bookings Secretary
- Turn the heating on and off as required
- Open and lock up the building for and after users
- Keep the building clean
- Set out furniture as specified by users
- Carry out maintenance tasks
- Lead on actions as agreed by the committee

6. Meetings

● **Annual General Meeting:**

The AGM will be held in the Spring of each year. All members of the village over the age of 18 are invited to attend and vote at the meeting. Notification of the AGM will be circulated to the village via notice boards, Facebook and WhatsApp no later than one month prior to the meeting.

The agenda will be circulated not less than one week prior to the meeting to: the Trustees, Management Committee and those members of the village who have indicated their attendance 10 days prior to the meeting by email; and posted on notice boards. The agenda will include:

- Appointment of the management committee for the coming year
- Appointment of Trustees (as required)
- Chair's report
- Treasurer's report
- Approval of the audited accounts
- Caretakers' Report
- Items notified to the Secretary not less than 10 days prior to the meeting by Trustees, Committee members or residents. Items notified following the circulation of the agenda or at the meeting under Any Other Business may be discussed at the discretion of the Chair or put on the agenda of the subsequent management committee meeting.

The meeting will be quorate if a total of half of the Trustees and Management Committee are in attendance.

● **Management Committee Meetings:**

Management Committee Meetings will be held at least three times per year, with additional meetings called if necessary. The Chair may invite all the Caretaking team members to any or all of these meetings.

- Items notified to the Secretary not less than 10 days prior to the meeting
- The agenda will be circulated not less than one week prior to the meeting
- Items notified following the circulation of the agenda or at the meeting under Any Other Business may be discussed at the discretion of the Chair or put on the agenda of the subsequent management committee meeting.

The meeting will be quorate if half of the committee members are in attendance.

Sub-committee meetings will be arranged on an ad-hoc basis as required, such as for the planning of Institute led events like Open Gardens and the Carol Concert.

7. Decision Making:

Decisions shall be made by a majority vote. In the event of a tie, the Chairperson shall have the casting vote.

8. Financial Governance

The Trustees and Management Committee are responsible for ensuring that appropriate measures are in place to secure financial probity.

The income from the use of the building and donations for the benefit of the Institute will be paid into a trust account at such bank as the committee will decide. Monies over an agreed amount will be placed in an appropriate savings account. A limited amount of money will be held as petty cash for day-to-day expenses.

Financial records will be held and maintained by the Treasurer and will be available to the Trustees and Management Committee.

The annual audited accounts and financial report will be provided at the AGM.

Expenditure will be agreed by the Management Committee.

9. Policies and Procedures:

The following policies and procedures will be reviewed on a bi-annual basis unless circumstances require a modification. They will be publicly available on the Booking System.

- Constitution and Governance
- Terms and Conditions for users of the Institute
- Safeguarding Policy
- Health and Safety Policy
- Data Protection

10. Insurance:

The insurance policy is held by the Trustees. The Trustees and the Management Committee will ensure the insurance is reviewed annually and accurately reflects the value of the building and contents, and liabilities.

11. The use of the building or the land will be managed under the terms of the 1993 Charity Commission Scheme. The document is held by the Secretary.

This document is a summary. The legal position is documented in the 1993 Charity Commission document which is the authoritative document.

Reviewed: February 2025

Due for Review: February 2027