TINGEWICK
— VILLAGE HALL —

Tingewick Village Hall was originally built in 1935 and is held, under a deed dated 22nd April 1975, as a public charitable trust. **Registered Charity No. 269466**

There are three Holding Trustees that have stewardship of the Hall and oversee the actions of the Management Committee.

The Holding Trustees are:-

Anthony Hawkins
The Rise
Water Stratford Road
Tingewick
Buckingham
MK18 4NU

David Partridge
Primrose Cottage
Main Street
Tingewick
Buckingham
MK18 4NN

Peter Smith
Nansloe House
94A Moreton Road
Buckingham
MK18 1PW

The Trust Deeds governing the Trust Property shall remain in the custody of the Trust Property solicitor, Lorimers, 25-26 West Street, Buckingham MK18 1HF.

Constitution

Constitution of: Tingewick Village Hall

Adopted on: 12 April 2023

Name of Group: Tingewick Village Hall Management Committee

Aims

To provide a well maintained and welcoming Village Hall, which is available for all to hire for various events.

Powers

In order to achieve its aims Tingewick Village Hall Management Committee may:-

a) Raise money
b) Open bank accounts
c) Take out insurance
d) Organise activities and events
e) Obtain and pay for goods and services necessary to run the Hall
f) Hire out the Hall to enable the Committee to manage the Hall's business
g) Do anything that is lawful which will help it to fulfil its aims

Membership

a) Membership of the Tingewick Village Hall Management Committee shall be open to any person over the age of 18 who is interested in helping the Committee to achieve its aims and is willing to abide by the rules of the Committee.

b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

c) Every individual member of the Committee shall have one vote at General Meetings.

d) The membership of any Committee Member may be terminated for good reason by the Committee but the Member has the right to be heard by the Committee before a final decision is made.

Committee Meetings

a) Meetings will be closed to the public. However, for specific projects members of the public may be invited to attend.

b) Discussions of agenda items will be binding, relevant items raised under AOB will be made agenda items for discussion at the next meeting.

Management

a) Tingewick Village Hall Management Committee shall comprise of no more than 10 members elected at the Management Committees Annual General Meetings (AGM). The Management Committee shall be administered by four or five elected Officers.

b) The elected administrating Officers shall be: the Chairperson, the Vice Chairperson (when possible), the Secretary, the Treasurer and the Lettings Officer.

c) In addition to the elected positions there are a number of essential duties that have to be attended to, in order to ensure the effective management of Tingewick Village Hall. These duties include: Maintenance and Repair, Health and Safety, Insurance and Projects, Publicity and Website Administration, Fund Raising and Events Organisation and Overseeing Hall Cleaning/Cleanliness. Members, other than Elected Officers, will be expected to take ownership of these duties. Except under exceptional circumstances the designated duties for each member will only cover a single area of responsibility.

d) Any financial outlay must be discussed and approved by the Committee.

e) Tingewick Village Hall Management Committee shall meet at least 11 times a year, usually on the second Wednesday evening of the month.

f) The Chairperson (or their representative if unavailable) shall chair all meetings of the Committee.

g) The quorum for the Committee meetings shall be 6 members.

h) To adopt (or not) a proposal, the item has first to be proposed and seconded. Voting at Management Committee meetings shall then be by a show of hands.

The decision will be made by a majority of Committee Members present and voting. If there is a tied vote then the Chairperson shall have a casting second vote.

i) No Member of the Management Committee, or anyone connected to them, shall receive any payment (other than reimbursement of out of pocket expenses).

j) The Management Committee, comprising of at least 6 members may vote, for good and proper reason, to remove any Committee Member, provided that person has the right to be heard before a final decision is made.

Duties of the Officers

The Chairperson or Vice Chairperson

- Chair meetings of the Committee and ensure that the Committee functions properly and that designated responsibilities are carried out in a proper and timely manner.
- To provide leadership.
- To represent the Committee as its figurehead.

The Secretary

- Take and keep minutes and circulate these to Committee Members and Trustees.
- Prepare and distribute the agenda 7 days prior to Committee meetings following consultation with the Chairperson.
- Maintain the list of Committee membership.
- Deal with correspondence.
- Collect and circulate any relevant information to the Committee and Trustees.

The Treasurer

- Supervise the financial affairs of the Committee.
- Keep proper accounts that show all monies collected and paid out by the Committee.
- Be aware of the requirements for future and forward planning.

The Lettings Officer

- Take, record and confirm bookings along with hirer contact details.
- Issue and file signed Lettings Form and Special Conditions of Hire.
- Ensure all booking fees are collected and provide invoices and receipts where required.
- Provide Hall diary information to local outlets.
- Where applicable, apply for bar licences and ensure hirers are aware of their responsibilities.

Finance

a) Any money obtained by the Committee shall only be used for the benefit of the Hall.
b) Any bank accounts opened for the Committee shall be in the name of the Committee.

c) Any cheques issued shall be signed by the Treasurer and one other nominated Committee member.

Annual General Meeting

a) The Committee shall aim to hold an Annual General Meeting (AGM) in the month of April or as near to this as practical.
b) All Committee members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be 6 members.
c) The Trustees and members of the public can attend the AGM and those over 18 years of age can take part in the voting process.
d) The business of the AGM shall include:
    i. receiving a report from the Chairperson on the Committee activities over the year
    ii. receiving a report from the Treasurer on the Finances of the Committee
    iii. receiving a report from the Secretary on major events throughout the year
    iv. receiving a report from each Committee member that relates to their individual responsibility
    v. electing new Officers of the Committee
    vi. considering any other matter as may be decided

Special General Meeting

A Special General Meeting may be called by the Management Committee, by any 6 members or by the Chairman via the Secretary to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

Alterations to the Constitution

Any changes to the Constitution must be agreed by at least two-thirds of those present and voting at any General Meeting.

Dissolution

The Management Committee may be wound up at any time if agreed by 6 or more members of a full Committee meeting. In the event of winding up, any assets remaining after all debts have been paid shall be passed to the Trustees.

This Constitution was adopted at the General Meeting of the Management Committee on

Signed by:-

Chairperson: David Partridge

Vice Chairperson: Fran Marsden

Signed by:-

Chairperson: David Partridge

Vice Chairperson: Fran Marsden

Secretary and Health & Safety Officer: Jackie Newman

Treasurer: Martin Hornsey

Lettings Officer: Julie Hart

Maintenance and Repair: Peter Chamberlain

Insurance and Projects: Robert Pearson

Publicity and Website Administration: Nicole Roberts

Fund Raising and Events Organisation: Tricia Norwell

Fund Raising and Events Organisation: Carol Doherty

Revision No. 6 – 17 July 2026