

Malborough Village Hall and Playing Fields Association

Guidance for Trustees and Users

Introduction

The Malborough Village Hall and Playing Fields Association (MVH & PFA) is a charity that was established in March 1948 as a result an application to the Charity Commissioners of England and Wales for the conveyance of the property, known as the Trust Premises. The members of the Committee of Management are the Trustees of the Charity. The conveyance document, in effect the legal foundation for the MVH & PFA, is the 'governing document', as defined by the various Charities Acts. It is not an easy document for the layman to read and understand.

Since 1948, the MVH & PFA has developed as an organisation. Decisions on policy, expenditure and management have been approved and recorded in the minutes of AGMs and Management Committee meetings over the years. This document brings together these decisions in one place and explains the governing document in a way the layman can understand. It does not replace or supersede the governing document in any way.

Purpose

This guidance document lays down the rules for the general management and use of the Trust Premises.

Objectives

The role of the MVH & PFA is to provide the inhabitants of the Parish of Malborough and the immediate vicinity with facilities and a framework for their use for the purposes of:

- Physical and mental training
- Recreation
- Social, moral and intellectual development

This provision shall be made without discrimination of on the grounds of sex, ethnicity, physical or mental ability or of political, religious or other opinion.

The Trust Premises

The Trust Premises comprise of the land and buildings outlined in red and shown on the map at Annexe A. They comprise:

- Playing fields for football and cricket pitches,
- A wooden sports pavilion,
- Tennis courts,
- A large hall (240m²) in the main building provided with badminton court markings, an extending stage with theatre type services, and an associated kitchen and bar area.
- The Annexe (52m²) in the main building with a small kitchen.

- Toilets and shower facilities in the main building for use by users of the hall and annexe.
- Children's play area
- Wooded area planted to celebrate the millennium,
- An area to the front of the hall that has been used for Village Fairs and Festivals
- Parking for 52 cars in space owned by the MVH&PFA
- Parking for 29 cars in public car park space

Governance

The general management of the Trust Premises and the arrangements for their use is the responsibility of the Management Committee. The Management Committee shall have a maximum of 25 elected and appointed members. Up to 17 members are to be elected at the Annual General Meeting.

Each organisation formed or existing in the community whose aims are consistent with some or all of the objectives above and who use the Trust Premises regularly may appoint one member to the Management Committee subject to the approval of a resolution by at least two thirds of the Management Committee. Those current organisations entitled to appoint a member are listed at Annexe B. These organisations should nominate their representative one month before each AGM.

The Management Committee may co-opt up to 8 members to represent the interests of the Parish not represented by any organisation.

All members shall retire annually at the AGM but may stand for re-election or re-appointment.

Annual General Meeting

The Management Committee shall convene an Annual General Meeting (AGM) in the first quarter of each year. Notices inviting all inhabitants of the parish aged 18 years and over shall be prominently displayed at least one week before the meeting. The AGM shall receive and consider:

- The minutes of the previous AGM
- A report on the previous year activities and major plans for future activities
- The audited accounts for the previous year
- The appointment of Auditor for the following year
- The resignation of all elected and appointed members of the Management Committee
- The election of a new Management Committee

Management Committee

The Management Committee shall elect a Chairman, a Secretary and a Treasurer from within the elected members. Additional officers may be

appointed by the Management Committee to undertake responsibilities that must also be defined in writing.

A booking officer shall be appointed who may be an elected, appointed or co-opted member. The terms of reference for the Booking Officer are at Annex F.

The Management Committee shall approve and maintain a document containing information about and the terms and conditions for the hire of all or any part of the Trust Premises. This document shall be prominently displayed on the Hall notice board and shall be made available to any interested inhabitant of the parish. The Management Committee shall draw up and approve a list of Hire Charges, which shall also be prominently displayed on the Hall notice board and shall be made available to any person wishing to hire any part of the Trust Premises. The hire charges shall be reviewed annually.

The Management Committee shall ensure that all money paid for the hire of Trust Premises or donated to the charity shall be held in properly constituted bank accounts at a bank in Kingsbridge. The Management Committee shall authorise all payments for the development and maintenance of the Trust Premises from these bank accounts.

The Management Committee may appoint sub-committees and delegate any of its functions accordingly. The terms of reference and delegated authority for such sub-committees shall be recorded in the minutes of the monthly management meeting at which the sub-committee is appointed. Authority to spend up to £250 on any one item may be delegated to a sub-committee.

The Management Committee shall ensure that contracts for the routine cleaning and maintenance of the Trustee Premises are in place and are reviewed annually. A sub-committee or an individual member of the Management Committee may be appointed to manage each contract and be the point of contact between the contractor and the Management Committee.

The Management Committee shall ensure the sensible application of Health and Safety regulations to the maintenance and use of the Trust Premises.

Monthly Management Meetings

The Management Committee should normally meet once every month except August. Additional meetings may be called as necessary to consider exceptional issues that may arise. The number of members who shall form a quorum at these meetings shall be one third of the total number of members of the Committee. The purpose of the Monthly meetings is to:

- Approve the minutes of the previous meeting as an accurate record of decisions made
- Review and progress outstanding actions
- Receive the Treasurer's report on income and expenditure in the previous month and the balance in the various bank accounts
- Receive the Booking Officer's report on bookings and forecast income for the coming two months

- Discuss and approve proposals for marketing the Trust Premises to the local community
- Review proposals for future development or maintenance of the Trustee Premises and authorise expenditure accordingly.
- Receive reports from sub-committees and review expenditure authorised by them between meetings.
- Receive the Secretary's report on any correspondence received
- Discuss any issues raised at Parish Council meetings that might impact on the MVH & PFA and identify matters, such as requests for funds for projects, which should be taken to the Parish council for their consideration.
- Receive a report from the sports clubs that use the playing fields and tennis courts
- Discuss in any other business issues that may impede or further advance the objectives of the MVH & PFA

Dissolution

Any consideration of dissolution of the charity must be dealt with exactly as defined in the original conveyance. The Trustees should first seek legal advice and the advice of the Charity Commission.

In general terms, if the Management Committee resolve to dissolve the charity or that it is necessary or advisable to discontinue the use of the Trust Premises in whole or in part, the Management Committee shall convene a General Meeting of the inhabitants of the Parish of Malborough. Notices specifying the resolution and inviting all inhabitants of the parish aged 18 years and over shall be prominently displayed at least two weeks before the meeting. If the resolution is passed by a majority of those attending the meeting, then, subject to the consent of the Charity Commission.

- The Trustees will remain in office as Charity Trustees and be responsible for winding up the affairs of the Charity in accordance with this clause.
- The Trustees must collect in all the assets of the Charity and must pay or make provision for all the liabilities of the Charity.
- The Trustees must apply any remaining property or money directly for the Objectives above:
 1. by transfer to any Charity or charities for purposes the same as or similar to the Charity
 2. in such other manner as the Charity Commission for England and Wales ("the Commission") may approve in writing in advance.

The Trustees must notify the Commission promptly that the Charity has been dissolved. If the Trustees are obliged to send the Charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the Charity's final accounts.

Amendments

The Management Committee may amend this guidance document provided that:

- no amendment may be made to alter the Objectives of the charity except through the Trustees seeking a Scheme from the Charity Commission
- Any provision contained in the Governance section may be amended, provided that any such amendment does not contravene the governing document and is made by resolution passed by a simple majority of the inhabitants of Marlborough present and voting at a general meeting.
- The Annexes may be amended by the Management Committee subject by the approval of two thirds of the Trustees present at the meeting

Annexe A: Boundaries of the Trust Premises

Annexe B: Organisations entitled to appoint a Management Committee member.

The Trust Premises

Annex A
To Guidance Document



Organisations Entitled to Appoint a Management Committee Member

The following listed organisations may appoint one member of the Management Committee. Each organisation wishing to do so should nominate their appointee in writing to the Secretary one month before the AGM. Appointments should be made for a period of one year.

Entitled organisations:

- The Bingo Club
- The Malborough Amateur Dramatic Group
- The Badminton Clubs
- The Bowls Club
- The Malborough and South Huish Horticultural Society
- The Malborough Primary School
- The Youth Club
- The Malborough Cubs
- The Kingsbridge and Malborough Football Club
- The Malborough Moonrakers Cricket Club
- The Parish Council
- The Women's Institute
- All Saints Church, Malborough
- Malborough Baptist Church