

## **AVH & RG Amendment to Constitution July 2021**

**Resolution:** To add amendments to the Constitution of our Charity as detailed below, to make it fit for purpose in 2021.

**Charity Number: 1011360**

**Name: Allendale Village Hall and Recreation Ground**

These amendments have been discussed and agreed unanimously at the AHM on 26<sup>th</sup> May 2021, and agreed by the Charity Commission on 5<sup>th</sup> May 2021

### **Amendment to Clause 7(1)**

#### **Committee of Management**

Committee of Management of the Charity has become a 3-tier structure, made up of:

- A. Up to 6 Core Trustees who have day to day management responsibility for the running of the organisation, to include planning, policies, finance and promotion of services
- B. Advisory Trustees who are representatives of Regular Hall User Groups and Interested Parties who advise the Core Trustees on relevant matters, contributing to policies and the running of the Hall as appropriate
- C. Events Volunteers, who are not official Trustees, but willing helpers interested in progressing a particular project or activity, and recognised as vital contributors to the functioning of the hall

### **Amendment to Clause 17**

#### **Ordinary Meetings**

- A. Any Trustee can attend any Meeting, and all Trustees will receive minutes of all Meetings held
- B. Core Trustees will usually meet monthly (except August and December), unless otherwise agreed, and more often if required
- C. Advisory Trustees will usually meet quarterly (4 times a year) and will be prepared to update the Committee on their group's activities
- D. Events Volunteers will attend Meetings relevant to their specific projects or activities

Signed:

C A Stirling Hill (Chair)

THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES

Under the power given in the Charities Act 1993

Order that from today, the

11<sup>th</sup> July 2002

The following  
SCHEME

Will govern the Charities  
Previously known as

Allendale Village Hall (1011360)  
Allendale Recreation Ground (504950)

And now to be known as  
ALLENDALE VILLAGE HALL AND RECREATION GROUND (1011360)  
at  
Allendale, Northumberland

Commissioners' References:

Sealing: N116(S)

02

Case No: 242799

## 1 **Definitions**

In this scheme:

- "the Area of Benefit" means Allendale and the surrounding neighbourhood
- "the Charities" means the Charities identified at the beginning of this scheme
- "the Charity" means the Charity created by clause 2 of this scheme
- "the Committee" means the Committee of management of the Charity
- "the Existing Trustee" means Allendale Parish Council
- "the members" means the members of the Committee (who are the Charity Trustees of the Charity) acting under this scheme

## **ADMINISTRATION**

### 2 **Administration**

- a) The Charities are to be administered as one Charity by the Committee in accordance with this Scheme. This Scheme replaces the former trusts of the Charities.
- b) The Charity will be administered by the existing Trustee until the end of the first Annual General Meeting held under this Scheme. The existing Trustee must administer the Charity in accordance with the provisions of this Scheme. This responsibility ended in 2003 after the 1<sup>st</sup> year of the new charity named in 3 below

### 3 **Name of the Charity**

- a) The name of the Charity is "Allendale Village Hall and Recreation Ground"

## **OBJECTS**

### 4 **Objects of the Charity**

- a) For use as a Recreation Ground for the use by the inhabitants

## **POWERS OF THE COMMITTEE**

### **5 Powers of the Committee**

In addition to any other powers which they have, the Committee may exercise the following powers in furtherance of the Objects of the Charity:

- a) Power to acquire or hire property and to maintain and equip it for use. (The property must be needed to further the Objects of the Charity.)
- b) Power to appoint Staff (who must not be members) and pay the reasonable remuneration, including pension provision for them and their dependants.
- c) Power to insure against public liability and, if appropriate, employers' liability; and to insure the buildings of the Charity to their full value against fire and all other usual risks (except to the extent that the buildings are insured against any of these risks by a tenant).
- d) Power to raise funds. (The Committee must not undertake any permanent trading activity.)
- e) Power to co-operate with other charities, voluntary bodies and statutory authorities. The Committee may exchange information and advice with them.
- f) Power to make rules and regulations consistent with this scheme for the management of the Charity.

## **CUSTODIAN TRUSTEE**

### **6 Custodian Trustee**

- a) Allendale Parish Council will be the Custodian Trustee of the Charity – this means they hold the Deeds to Allendale Village Hall and Recreation Ground

## **COMMITTEE**

### **7 Committee of Management**

Committee of Management of the Charity has become a 3-tier structure, made up of:

- a) Up to 6 Core Trustees who have day to day management responsibility for the running of the organisation, to include planning, policies, finance and promotion of services
- b) Advisory Trustees who are representatives of regular Hall User Groups and interested parties who advise the Core Trustees on relevant matters, contributing to policies and the running of the Hall as appropriate

- c) Events Volunteers, who are not official Trustees, but willing helpers interested in progressing a particular project or activity, and recognised as vital contributors to the functioning of the hall
- d) The members of the Committee are the managing Trustees of the Charity
- e) The Term of Office of all members will end at the end of the Annual General Meeting following the date on which they came into office. They may be re-elected or re-appointed.

## 8 **Elected Members**

- a) The Elected members must be appointed at the Annual General Meeting
- b) The appointment will be effective from the end of the Annual General Meeting at which the appointment is made

## 9 **Appointing Members**

- a) Any appointment must be made according to the ordinary practice of the Appointing Body
- b) An appointment must not be made more than two months before the Annual General Meeting
- c) The appointment will be effective from the later of:
  - i. The end of the Annual General Meeting, *and*
  - ii. The date on which the Committee or their Secretary or Clerk are informed of the appointment
- d) The person appointed need not be a member of the relevant appointing body

## 10 **Co-opted Members**

- a) The Committee may appoint not more than 5 Co-opted members.
- b) The appointment must be made at a special Meeting of the Committee.
- c) The appointment will be effective from the end of that Meeting until the end of the following Annual General Meeting.

## 11 **New Members**

The Committee must give each new member on their first appointment:

- a) A copy of this scheme and any amendments made to it
- b) A copy of the Charity's latest Report and Statement of Accounts

## 12 **Register of Members**

- a) The Committee must keep a register of the name and address of every member and the dates on which their terms of office begin and end
- b) Before acting as a member, every member must (whether of their first appointment or on any later re-appointment) sign in the register a declaration of acceptance and willingness to act in the trusts of this scheme
- c) The Committee must promptly report any vacancy in the Office of Appointed member to the body entitled to fill it

## 13 **Members not to have a personal interest**

Except with the prior written approval of the Commissioners no member may

- a) receive any benefit in money or in kind from the Charity, *or*
- b) have a financial interest in the supply of goods or services to the Charity, *or*
- c) acquire or hold any interest in property of the Charity (except in order to hold it as a Trustee of the Charity)

## 14 **Termination of Membership**

A Member will cease to be a member if he or she

- a) is disqualified from acting as a Trustee by section 72 of the Charities Act 1993, *or*
- b) is absent without the permission of the members from all their Meeting held within a period of 6 months and the members resolve that his or her office be vacated, *or*
- c) gives not less than one month's notice in writing of his or her intention to resign (but only if at least one third of the total number of members will remain in office when the notice of resignation is to take effect)

## OFFICERS

### 15 Chairperson

- a) At their first meeting in each year after the Annual General Meeting the members must elect one of their number to be Chairperson of their Meetings
- b) The members present at a Meeting must elect one of their number to chair the Meeting if the Chairperson is no present or the office of Chairperson is vacant

### 16 Secretary and Treasurer

The Committee may appoint a Secretary and Treasurer. The Offices may be held by:

- a) members (who must not receive any reward for acting, and who may be dismissed as Secretary or Treasurer at any time), or
- b) some other suitable persons (who may be employed upon such reasonable terms, including terms as to notice, as the Committee think fit)

## MEETINGS

### 17 Ordinary Meetings

- a) any Trustee can attend any Meeting, and all Trustees will receive minutes of all Meetings held
- b) Core Trustees will usually meet monthly (except August and December), unless otherwise agreed, and more often if required
- c) Advisory Trustees will usually meet quarterly (4 times a year) and will be prepared to update the Committee on their group's activities
- d) Events Volunteers will attend Meetings relevant to their specific projects or activities
- e) The Chairperson, or any 2 Members, may call an ordinary Meeting at any time

### 18 Special Meetings

The Chairperson, or any 2 Members, may call a special Meeting at any time

- a) Most Special Meetings require at least 7 days' notice, *however*
  - i. Meetings to consider the appointment of a co-opted member require at least 21 days' notice
- b) The notice calling a Special Meeting must include details of the business to be transacted at the Meeting

- c) A Special Meeting may, but need not, be held immediately before or after an ordinary Meeting

19 **Quorum**

- a) Subject to sub-clause (2) below, no business may be transacted at a Meeting unless at least one-third of the required number of members are present
- b) If there are fewer than one-third of the total number of members in office, the Committee may take such action as is required for the purpose of filling vacancies in its number, but it may not do any other business

20 **Voting**

- a) Every matter must be decided by a majority decision of the members present and voting at a duly convened Meeting of the Committee
- b) The Chairman of the Meeting may cast a second or casting vote only if there is a tied vote

21 **Recording of Meetings**

- a) The Committee must keep a proper record of its Meetings.
- b) The record must be retained by:
- i. the Secretary *or*
  - ii. another suitable person appointed by the Committee to do so
- who must allow the members access to it

22 **Members to act jointly**

- The members must exercise their powers jointly, at properly convened Meetings



## **ANNUAL GENERAL MEETING**

### **23 Annual General Meeting**

- a) There must be an Annual General Meeting of the Charity as decided each year
- b) All inhabitants of the area of benefit of 18 years and upward must be allowed to attend and vote at the Meeting. The Committee may allow inhabitants who are under 18 to attend (but not to vote at) the Meeting.
- c) Public Notice of the Meeting must be given in benefit at least 14 days before the Meeting
- d) At the Meeting the Committee must present the report and accounts for the last financial year
- e) Every matter must be decided by majority decision of those present and voting. The Chairperson of the Meeting may cast a second or casting vote only if there is a tied vote

## **CHARITY PROPERTY**

### **24 Use of Income and Capital**

1. The Committee must firstly apply:
  - a) the Charity's Income, *and*
  - b) if the Committee think fit, Expendable Endowment, *and*
  - c) when the Expenditure can properly be charged to it, its Permanent Endowment

in meeting the proper costs of administering the Charity and of managing its assets (including the repair and insurance of its buildings)

2. After payment of these costs, the Committee must apply the remaining income in furthering the Objects of the Charity

3. The Committee may also apply for the Objects of the Charity:

- a) Expendable Endowment *and*
- b) Permanent Endowment, but only on such terms for the replacement of the amount spent as the Commission may approve by order in advance

## 25 **Sale of Land**

- a) Subject to the provisions of this clause, the Committee may sell the land numbered 1 and 2 in part 1 of the schedule. (The Committee must comply with the restrictions on disposal imposed by section 36 of the Charities Act 1993, unless the disposal is excepted from these restrictions by section 36(9)(b) or (c) or section 36(10) of the Act)
- b) The Committee may only sell the land if
  - i. the Committee decide that the land is no longer required for use as a Village Hall and Recreation Ground *and*
  - ii. the decision to sell is confirmed by a Resolution passed at a Meeting of the Inhabitants of the Area of Benefit of 18 years and upward.
- c) At least 14 days' notice of this Meeting, setting out the terms of the Resolution, must be given.
- d) Unless the Commissioners otherwise direct, the clear proceeds of sale from the land numbered 1 in part 1 of the schedule shall be divided equally amongst Protestant Churches or Religious Bodies having a place or places of worship in or within half a mile of the Post Office of the Town of Allendale, to be applied in or towards the furtherance of Foreign Mission Work in connection with such Churches or Religious Bodies
- e) The Committee must invest the proceeds of sale from the land numbered 2 in part 1 of the Schedule in Trust for the Charity
- f) The Committee may then apply the Income and Expendable Endowment in furthering the object of the Charity and for general charitable purposes for the benefit of the Inhabitants of the area of benefit.

## **AMENDMENT OF SCHEME**

### **Amendment of Scheme**

- a) Subject to the provisions of this clause, the provisions of this Scheme may be amended
- b) Any other amendment must be made by a resolution passed at the Annual General Meeting. The notice of the Meeting must include Notice of the Resolution, setting out the terms of the amendment proposed.
- c) The Committee must not make any amendment which would
  - i. vary this clause

- ii. vary the definitions clause and clauses 4 (Objects clause) and 25 (power to dispose of property)
  - iii. enable Permanent Endowment of the Charity to be spent
- d) The prior written approval of the Commissioners must be obtained to any amendment which would
  - i. Vary the composition of the Committee or the terms on which the Members hold office (other than amendments made under sub-clause (2) of this clause
  - ii. Vary clause 13 of this scheme (Members not to have a personal interest)
  - iii. Change the name of the Charity
- e) The Committee must
  - i. promptly send the Commissioners a copy of any amendment made under sub-clause 3 of this clause *and*
  - ii. keep a copy of any such amendment with this scheme

## **GENERAL PROVISIONS**

### **27 Questions relating to the Scheme**

The Commissioners may decide any question put to them concerning

- a) the interpretation of this scheme *or*
- b) the propriety or validity of anything done or intended to be done under it

## SCHEDULE

### PART 1

- 1 Land containing 678.099 square metres or thereabouts situate at Allendale in the County of Northumberland with the buildings thereon known as Allendale Village Hall being the land comprised in a Conveyance made the 23<sup>rd</sup> December 1905 between Robert Pickering of the first part and the said Robert Pickering and fourteen others of the other part.
  
- 2 Land known as Allendale Recreation Ground as described in a Conveyance of 16<sup>th</sup> March 1950 which was made between William Reay Simpson and Mary Constance Thompson of the first part and Lloyds Bank Limited of the other part.