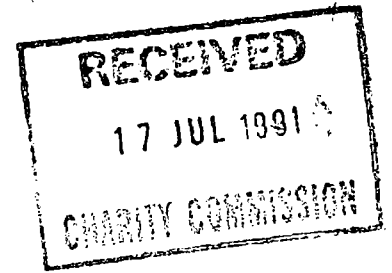


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JOHN WHITING & Co., Solicitors, CAMELFORD

Sw + Co 16.7.91



TREKNOW VILLAGE HALL

CONSTITUTION AND RULES

1st July 1991

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1. THE COMMITTEE

- (a) The Committee who shall be the charity trustees of the hall shall meet once a month, or as may be required, but not less than twice a year. A special meeting may be summoned by the Secretary at the request of the Chairman or any two members. At least seven days notice of ordinary meetings or fourteen clear days notice of special meetings shall be given to members by written notices left at, or sent by post to, the member's last known address. Notices of special meetings must include the matters to be discussed.
- (b) The Committee shall be elected annually at the Annual General Meeting.
- (c) The Committee at their first meeting in each year after the Annual General Meeting shall elect one of their number to be Chairman of their meetings and may elect one of their number to be Vice-Chairman. The Chairman and Vice-Chairman shall continue in office until their successors are respectively elected.
- (d) At meetings of the Committee the Chairman, or if not present the Vice-Chairman, or if not present, such other member elected for the purpose, shall take the Chair and shall have a casting vote in addition to his ordinary vote.
- (e) The Committee shall appoint as Secretary to hold office at their pleasure one of themselves without remuneration, or some other fit person at such remuneration as the Committee may determine.

(f) The Annual General Meeting, or failing this, the Committee at its first meeting after the Annual General Meeting, which shall be held in the month of March or as soon as practicable thereafter in each year, shall annually appoint the following honorary officers:

Treasurer, Auditor, and if so desired a President and Vice-President

(g) The Committee may:

(i) decide the terms and conditions upon which the hall may be used in accordance with the provision of the trust deed and the sum (if any) to be paid for such use

(ii) engage and dismiss such paid officers and servants as it may consider necessary

(iii) decide the quorum necessary to transact business which, however, under the terms of the trust deed, may never be less than one third of the total number of the members for the time being and shall at the present time be four

(iv) appoint such advisory/standing sub-committee as it may consider necessary (eg finance, fabric) and empower any such sub-committee to co-opt persons who are not members of the Committee: provided that the number of members of the Committee on such sub-committee shall always exceed the number of co-opted members thereon

2. QUORUMS

(a) Ten (or one tenth of the) members, whichever is the greater shall form a quorum at general meetings

(b) Four (or one third of the) members, whichever is the greater shall form a quorum at Committee Meetings

3. BANK ACCOUNT

- (a) All monies received are to be paid into a trust account to be held in the name of Treknow Village Hall at Barclays Bank PLC at Wadebridge Cornwall or such other bank as may be nominated by the Committee

- (b) Cheques for the payment of all accounts shall be signed by the Treasurer or Secretary and also by one other authorised committee member

4. CUSTODY OF DEEDS

The trust deed or any other legal document governing the hall shall remain in the custody of Messrs. John Whiting & Co., Solicitors of National Westminster Bank Chambers, 24 Market Place, Camelford, Cornwall

5. HIRE

- (a) Application for the hire of the hall shall be made to the Secretary or the Letting Secretary

- (b) The right to refuse any application received for the hire of the hall without giving any reason, is reserved to the Committee or to the Secretary of the Committee acting on their behalf, provided that the Secretary will report his action to the next meeting of the Committee

6. INTOXICATING LIQUORS (UNLESS PROHIBITED BY THE TRUST DEED)

No intoxicating liquors are permitted to be sold or purchased in any part of the hall without express permission in writing of the Committee whose consent must also be obtained prior to seeking any temporary licence for the sale of alcoholic liquors

**7. BETTING, GAMING AND LOTTERIES
(UNLESS GAMBLING IS PROHIBITED BY THE TRUST DEED)**

Nothing shall be done on or in relation to the hall in contravention of the law relating to betting, gaming and lotteries, and the person or organisation to whom the hall is let shall be responsible for seeing that the requirements of the relevant legislation are strictly observed

8. CONTENTS AND ITEMS SITUATE IN THE HALL

No person shall remove any article from the hall without the consent of a member of the Committee

9. MUSICAL COPYRIGHT

Organisers of events at which copyright music is performed in public shall be responsible for obtaining a licence from the Performing Right Society

10. GRAMOPHONE RECORDS

The organisers of an event where a licence fee is payable for the public performance of gramophone records shall be responsible for obtaining the necessary licence from Phonographic Performance Limited

11. STAGE PLAYS

If the hall has no licence under the Theatres Act 1968, in force, the Secretary must be given at least 4 weeks notice of a stage play production, so that the appropriate licence may be obtained from the District Council who themselves require 3 weeks notice

12. PUBLIC ENTERTAINMENT

The hall is not licensed for music, singing and dancing, and other public entertainment of the like kind

13. SAFETY REGULATIONS

All conditions attaching to the granting of stage plays or other licences must be strictly observed

Nothing shall be done that will endanger the policies of insurance relating to the hall or contents and in particular

- (a) No obstructions must be placed in gangways or exits
- (b) Fire appliances will be inspected from time to time and must be kept in their proper places and used for no other purposes

14. CAR PARKING

Cars may not be parked so as to cause an obstruction at the entrance or to exits from the hall. Where parking accommodation is provided this must be used and the minimum of noise made on arrival and departure

15. NUISANCES

- (a) Litter shall not be left in or about the hall premises
- (b) Dogs brought into the hall must be kept under control
- (c) Any person found in the hall acting in an offensive or disorderly manner will be required to leave the hall and, if so decided by the Committee, may be barred from its usage for however long the Committee may decide

16. DISSOLUTION

If the Committee by a simple majority decide at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Association, it shall call a meeting of all members of the Association who have the power to vote, of which meeting not less than 21 days' notice (stating the terms of the Resolution be proposed therat) shall be given. If such decision shall be confirmed by a simple two-thirds majority of those present and voting at such meeting the

Committee shall have power to dispose of any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Association as the Committee may determine and insofar as affect cannot be given to this, then any remaining assets shall be transferred to some other charitable object.

17. ALTERATION OF RULES

Rules 1 to 16 may at any time be altered with the consent of a two thirds majority of the members of the Committee present provided the terms of the trust deed and of any statutory provisions are observed provided further that no amendment shall be made without the prior written approval of the Charity Commission having first been obtained.