

Royal County - Berkshire

Parish - Sunningdale

Charity - Sunningdale Village Hall

Registered Number - 299966

Adjudged not chargeable
with stamp duty

Scheme including
appointment of Trustees

CHARITY COMMISSION

In the matter of the Charity called the Sunningdale Village Hall in the Parish of Sunningdale in the Royal County of Berkshire, regulated by a scheme dated the 12th February 1988; and in the matter of the Charities Act 1960.

THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES HEREBY ORDER that the following Scheme be approved and established as the Scheme for the regulation of the above-mentioned Charity:-

SCHEME

1. Administration of Charity. The above-mentioned Charity and the property thereof specified in the schedule of the scheme assets hereto and all other the property (if any) of the Charity shall be administered and managed in conformity with the provisions of this Scheme under the title of the Sunningdale Village Hall by the Committee of Management hereinafter constituted as the charity trustees thereof within the meaning of section 46 of the Charities Act 1960:

Provided that until the end of the first annual general meeting to be held as hereinafter provided after the date of this Scheme the Charity shall be administered by the existing Trustees of the Charity in accordance with the provisions of the Scheme.

2. Vesting. The land numbered 1 in the said schedule is hereby vested in the Official Custodian for Charities for all the estate and interest therein belonging to or held in trust for the Charity.

OBJECT

3. Object of Charity. (1) The object of the Charity shall be the provision and maintenance of a village hall for the use of the inhabitants of the Parish of Sunningdale and the neighbourhood thereof (hereinafter called “the area of benefit”) without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

(2) The said land and building shall be held upon Trust for the purposes of a village hall as aforesaid.

COMMITTEE OF MANAGEMENT

4. Constitution. (1) subject as hereinafter provided, the Committee of Management (hereinafter referred to as the Committee) shall consist when complete of four persons (hereinafter referred to as Nominated Trustees) being

two Trustees nominated by each of

Sunningdale Parish Council and Sunningdale Parochial Church Council

(hereinafter referred to as Organisations)

(2). Each Organisation shall notify the names of each person nominated by it to the secretary of the Committee.

5. The appointment of a Nominated Trustee may be made not more than one month before the annual general meeting and the term of office of a Nominated Trustee so appointed shall commence at the end of that meeting.

6. If an Organisation entitled to appoint a Nominated Trustee fails to do so within the said period of one month before the annual general meeting the appointment shall be made by a resolution made as soon as practicable after that meeting. The term of office of a Nominated Trustee so appointed and of a Nominated Trustee appointed to fill a casual vacancy shall commence on the day on which notification is received by the said secretary.

7. Co-opted Trustees. The Committee may appoint if they see fit not more than two Co-opted trustees. Each appointment of a Co-opted Trustee shall be made by a resolution passed at a duly constituted meeting of the Committee by the votes of not less than three-quarters of the Nominated Trustees for the time being to take effect from the date of that meeting. The authority, powers and responsibilities of Co-opted Trustees are in all respects identical to those of Nominated Trustees.

8. Termination of office. (1) Any Trustee who is adjudged bankrupt or makes a composition or arrangement with his or her creditors or who is incapacitated from acting or who communicates in writing to the Committee a wish to resign shall thereupon cease to be a Trustee.

(2) All the Nominated Trustees shall retire from office together at the end of the annual general meeting next after the date on which they came into office on the first or any subsequent occasion but they may be re-appointed by their nominating Organisation.

(3) All the Co-opted Trustees shall retire at the end of each annual general meeting but they may be re-appointed by the Committee.

9. Additional Nominated Trustees. The Committee shall have power by a resolution passed at a duly constituted meeting by the votes of not less than three-quarters of the Trustees for the time being to allow the appointment of one additional Nominated Trustee by each Organisation.

10. Alteration of constitution of Committee. The constitution of the Committee as hereinbefore provided may on the application of the Committee be altered from time to time by Order of the Charity Commissioners.

11. Casual vacancies. Upon the occurrence of a casual vacancy the Committee shall cause a note thereof to be entered in their minute book at their next meeting and shall cause notice thereof to be given as soon as possible to the Organisation entitled to fill the vacancy.

12. Failure to appoint. The proceedings of the Committee shall not be invalidated by any vacancy among its Trustees or by any failure to appoint or any defect in the appointment or qualification of a Trustee.

13. Declaration of Trustees. No person shall be entitled to act as a Trustee whether on a first or any subsequent entry into office until after signing in the minute book of the Committee a declaration of acceptance and of willingness to act in the trusts of this Scheme.

14. Trustees not to be personally interested. Except in special circumstances with the approval in writing of the Commissioners no Trustee shall take or hold any interest in any property belonging to the Charity otherwise than as a trustee for the purposes thereof, or receive any remuneration, or be interested in the supply of work or goods, at the cost of the Charity.

MEETINGS AND PROCEEDINGS OF THE COMMITTEE

15. Meetings of the Committee. The Committee shall hold at least two ordinary meetings in each year. A special meeting may be summoned at any time by the

chairman or by any two Trustees upon seven clear days' notice being given to all the other Trustees of the matters to be discussed.

16. Chairman. (1) At the first meeting in each year after the annual general meeting the Trustees shall appoint one of their number to be chairman and one to be vice-chairman of meetings until the conclusion of the next annual general meeting. If the Trustees cannot agree who to appoint the Organisations shall be informed and one shall appoint the chairman and the other shall appoint the vice-chairman. In such circumstances the Organisation to appoint the chairman shall be the Organisation which did not nominate the retiring chairman to be a Trustee and the other Organisation shall appoint the vice-chairman. The retiring chairman and vice-chairman shall always be eligible for re-appointment.

(2) If the chairman and vice-chairman (if any) are absent from any meeting of the Committee the Trustees shall choose one of their number to be chairman of the meeting before any other business is transacted.

17. Voting. Except as hereinbefore provided every matter shall be determined by the majority of the votes of the Trustees present and voting on the question but in the case of equality of votes the chairman of the meeting shall not have a second or casting vote.

18. Minutes and accounts. A minute book and books of account shall be provided and kept by the Committee.

19. Rules. Within the limits prescribed by this Scheme the Committee may from time to time make and alter rules for the conduct of their business and for the summoning and conduct of their meetings and in particular with reference to –

(1) The terms and conditions upon which the said building may be used for the purposes specified in this Scheme by persons or bodies other than the Committee and the sum (if any) to be paid for such use;

(2) the appointment of an auditor, treasurer, secretary and such other unpaid officers as the Committee may consider necessary and the fixing of their respective terms of office;

(3) the engagement and dismissal of such paid officers and servants as the Committee may consider necessary; and

(4) the number of Trustees who shall form a quorum at meetings of the Committee, provided that the number of Trustees who shall form a quorum shall not be less than three-quarters of the total number of Nominated and Co-opted Trustees for the time being.

20. Operations Team. The Committee shall have the power to delegate responsibilities for the day to day operation of the Village Hall to an Operations Team which shall be appointed by the Committee and which shall comprise at a minimum: a chairman (who shall be appointed by the Committee); a Treasurer; a Bookings Manager; other

members as necessary and one Member of the Committee (nominated by the Trustees) who may, but is not required to, hold the office of Chairman of the Operations Team, and

(2) The Operations Team shall meet not less than three times in each calendar year.

INSURANCE

21. Insurance. The Committee shall insure the said building and the furniture and effects therein to the full value thereof against fire and other usual risks and shall suitably insure against risks arising out of the ownership of property and the employment of persons.

APPLICATION OF INCOME

22. Receipts and expenditure. (1) The income of the Charity including all payments for the use of the said building and all donations for the benefit thereof shall be paid into a trust account at such bank as the Committee shall from time to time prescribe.

23. Annual general meeting. (1) There shall be an annual general meeting in connection with the Charity which shall be held in the month of March in each year or as soon as practicable thereafter.

(2) All inhabitants of the area of benefit of 18 years of age and upward shall be entitled to attend and vote at the annual general meeting.

(3) The first annual general meeting shall be convened by the existing Trustees of the Charity and every subsequent annual general meeting shall be convened by the Committee.

(4) Public notice of every annual general meeting shall be given in the area of benefit at least 14 days before the date thereof.

(5) Before any other business is transacted at the first annual general meeting after the date of this Scheme, the persons present thereat shall appoint a chairman of the meeting. The chairman of subsequent annual general meetings shall be the chairman for the time being of the Committee, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.

(6) The Committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.

LETTING

24. Letting. Subject to the condition that the use of the remainder of the said land and building for the object of the Charity shall not be unduly interfered with, the Committee may let any part thereof not for the time being required for use for the said object but the Committee shall not without the sanction of the Commissioners or a competent court create any tenancy wholly or partly in consideration of a fine or for a term ending after the end of the term of the head lease or for less than the best rent obtainable.

GENERAL PROVISIONS

25. Donations. The Committee may accept any donations or property for the general purposes of the Charity and they may also accept donations or property for any special objects connected with the Charity not inconsistent with the provisions of this Scheme.

26. Questions under Scheme. Any question as to the construction of this Scheme or as to the regularity or the validity of any acts done under this Scheme shall be determined by the Commissioners upon such application made to them for the purpose as they think sufficient.

SCHEDULE OF SCHEME ASSETS

1) Leasehold land, Sunningdale Village Hall, Church Road, Sunningdale, Berkshire held for the term of 15 years from 1st November 2009 at the yearly rent of £1 granted by a lease of the same date to the Committee to be held in trust for the Charity.

2) i) cash on deposit account at Barclays Bank PLC

ii) cash on current account at the said bank

3) Fixtures and fittings and contents owned by the Charity at the Village Hall

This schedule is made up to the 31st October 2009.

Note. The leasehold land above is vested in the Official Custodian for Charities by virtue of an Order of the Charity Commissioners of 21st August 1936 as affected by the provisions of the Charities Act 1960.