

## **Great and Little Wigborough Village Hall**

**Charity Number: 301321**

### **Addendum to Governing Document dated 6<sup>th</sup> November 2014**

1. Throughout this addendum any reference to 'he' is taken to mean 'he or she'.
2. The Charity's Governing Document consists of a Conveyance dated 18<sup>th</sup> March 1954 and a set of Management Committee Standing Orders originally approved at the June 2011 AGM which maintains the intent of the Conveyance but was introduced when the Committee was re-established after many years of inactivity. Their purpose was to replace certain requirements from the Conveyance which, due to the passage of time, could no longer be met and to define certain administrative and procedural practices not defined in the original Conveyance.
3. To date voting on any matter has only been possible for those residents qualified to vote by attending an Annual or Extraordinary General Meeting (AGM or EGM) in person. Residents have requested that a system of postal voting be introduced so that those residents unable, for whatever reason, to attend such a meeting may still record their votes. Postal voting is to be in addition to voting in person, with safeguards to ensure that each qualified voter records only a single vote by one method or the other.
4. Postal voting will be used for all matters requiring a vote at an AGM/EGM including for the election of Trustees to occupy the elected member places on the Committee.
5. This Addendum sets out the postal voting process recommended by the Management Committee and approved by the community. The process is based on the postal voting template provided by the Charity Commission. The Addendum also amends certain timing details, as under, in the process leading up to an AGM or EGM to accommodate postal voting. It also lists certain previously undefined matters of procedure which are necessary to provide parity between those who vote at a meeting and those who use a postal vote.

6. In Item 6 of the Management Committee Standing Orders the phrase 'two weeks notice to each home in the two villages' will be deleted and replaced by 'at least six weeks notice to each home in the two villages'.
7. In item 7 of the Management Committee Standing Orders the phrase 'at least a week before the meeting' will be deleted and replaced by 'at least six weeks before the meeting'.
8. The system relies for its integrity on using two scrutineers who are not residents of either of the Wigboroughs villages.
9. When notice of an AGM or an EGM is delivered to every household in the two villages a letter will be included describing how any qualified voter may apply for a postal vote. This will require completion of a form and forwarding it by a stated date to the appointed scrutineer together with proof of residence in line with the government guidelines on proof of address. Acceptable ways of proving residence will be included in the letter with instructions to contact any Trustee if provision of such proof is a problem. It is not the intention of the Trustees to deny a qualified voter a postal vote because of special personal circumstances.
10. The scrutineers will post to each successful applicant, by a specified date, by first class postage, a postal voting form containing details of all matters on which votes will be taken at the AGM/EGM and an unstamped return envelope addressed to the appointed scrutineer. It will state the date by which the completed form must be received by the appointed scrutineer.
11. The scrutineers will keep completed postal vote papers secure and confidential and at least one scrutineer will attend the AGM/EGM to assist in counting votes cast in person by ballot there and to add to such votes the corresponding totals from valid postal votes.
12. Immediately prior to the AGM/EGM the scrutineers will supply the Chairman or Secretary of the Management Committee with a list of those residents who have recorded a valid postal vote. This list will be used to ensure that no voting papers are issued to these residents if they choose to attend the AGM/EGM.
13. After the AGM/EGM the scrutineers will return all papers to the Secretary of the Management Committee to be held securely pending

destruction once sufficient time has passed to allow for any complaints related to the voting procedure to be received.

14. The following practices will be adopted with the introduction of postal voting to ensure that those who vote in person and those who vote by post have as much parity as possible.

- The notice of pending AGM/EGM meetings delivered to every household will contain details of every matter on which a vote is to be made.
- No resolutions will be accepted from the floor of the meeting. They must be pre-advised in writing at least six weeks before the meeting and will be distributed to every household.
- There will be no voting by show-of-hands at an AGM/EGM. All voting will be by ballot paper.