

**Great & Little Wigborough Village Hall**  
**Charity No: 301321**  
**Management Committee Standing Orders**

1. The Village Hall and its surrounding land (the Trust Premises) were transferred into the ownership of the villages of Great Wigborough and Little Wigborough in the County of Essex (the Villages) by a conveyance dated 18<sup>th</sup> March, 1954, between The Chelmsford Diocesan Board of Finance and the original Trustees of the Charity.
2. The original Trustees then applied for an order from the Charity Commission for England and Wales vesting the Trust Premises in the Official Trustee of Charity Lands.
3. Schedules 1 and 2 of the Conveyance set out the powers and duties of the Village Hall Management Committee who then became the replacement Trustees.
4. This document updates and replaces Clauses 1(a), and 2 to 12 of Schedules 1 and 2 but it maintains the intent of the original constitutional documents which are attached.
5. The management and control of the Trust Premises and the arrangements for their use shall be vested in a Management Committee (the Committee) consisting of not more than seven nominated or elected members who shall also be Trustees of the Charity. The Winstred Hundred Parish Council or its successor council (the PC) shall have the right to appoint the two councillors elected by the villages of Great and Little Wigborough to the Committee and the Parochial Church Council of Great and Little Wigborough or its successor council (the PCC) shall have the right to appoint one representative on the Committee. Four additional committee members shall be elected at the Annual General Meeting (AGM). In addition, the Committee has the power to co-opt not more than three members to the Committee. All members of the committee retire at the next AGM.
6. An AGM of the inhabitants of the Villages aged eighteen years and above shall be convened in the month of June each year by giving two weeks' notice to each home in the two villages. This meeting shall be for the purposes of receiving the Report and Accounts of the Committee, confirming the retirement of all existing members of the Committee, noting the new nominations of Committee Members from the PC and the PCC and electing the remaining new Committee members. If in any year an AGM shall not be convened and held in the month of June, it shall be held as soon as practicable after that.
7. The PC and the PCC shall notify the new appointments to the Secretary of the Committee as soon as they receive notice of the AGM and at least a week before the meeting. If either organisation entitled to appoint a member ceases to exist or fails to make an appointment before the AGM in any year, the AGM shall decide in what way if at all the vacancy shall be filled.
8. A casual vacancy arising from the death, resignation or removal of an appointed member of the Committee shall be filled by the organisation which appointed the member and the new appointee shall retire at the next AGM. In

the event of a vacancy arising through the death, resignation or removal of an elected member of the Committee, the Committee shall have the power to fill that vacancy until the next AGM.

9. The names of members of the Committee whether elected, appointed or co-opted shall be notified to the Charity Commission for England and Wales as the new Trustees of the Charity.
10. The proceedings of the Committee shall not be invalidated by any vacancy among its members or by any defect in the appointment or qualification of any member.
11. The Committee may decide the number of members who shall form a quorum at its meetings but this shall never be less than one half plus one of the total number of members of the Committee.
12. At the first meeting following the AGM, the Committee shall appoint a Chairman who, in the event of a tied vote at a Committee meeting shall have a casting vote. They may also appoint an Auditor, a Secretary, a Treasurer and such other unpaid officers as they may consider necessary.
13. The Committee shall decide the terms and conditions on which the Trust Premises may be used and the sum, if any, to be paid for such use.
14. All payments received for the use of the Trust Premises and all donations to the Charity shall be paid into a trust account at Barclays Bank Colchester or at any other bank which may be chosen by the Committee.
15. The monies standing to the credit of the trust account shall be applied as the Committee shall decide in maintaining repairing and insuring the Trust Premises, maintaining or replacing the furniture and effects inside the premises, in paying taxes, utility bills or other outgoings, in employing individuals or organisations to work on or in the Trust Premises or otherwise for the upkeep or improvement of the Trust Premises.
16. The Committee may upon the vote of a majority of its members and with the consent of the Charity Commission for England and Wales by mortgage or otherwise obtain such advances on the security of the Trust Premises as may be required for maintaining extending or improving the premises or erecting any building on the premises and may commit the Charity to repaying those advances over time.
17. At all times members of the Committee/Trustees must avoid conflicts of interest. No Trustee can receive a material benefit from such a conflict of interest without the direct prior authorisation of the Charity Commission for England and Wales.