

CHAFT – Governing Document changes

The changes voted by trustees have been approved by the Charity Commission and are now part of the Governing Document of Charney Hall and Field Trust.

The following clauses now read

Clause	Current Governing Document at 9 th November 2022
	<p>14th June 1988 The Scheme 29th August 2002 will alter or affect the governing document of the charity previously known as Charney Bassett Village Hall and now to be known as Charney Hall and Field Trust (294765) 6th April 2022 Constitution Changes 8th June 2022 Administration additions and changes. Representative member changes. 21st July 2022 Representative member changes.</p>
	SCHEME 14th June 1988 including amendments made in 2022
	COMMITTEE OF MANAGEMENT
4	<u>Constitution.</u> The Committee of Management (referred to as the Committee) shall consist of eleven persons (referred to as Members/Trustees) being Eight Elected Members and Three Representative Members.
5	<u>Elected Members</u> the elected members shall be appointed at the annual general meeting and shall hold office from the end of the annual general meeting at which they are appointed.
6	<p><u>Representative Members</u></p> <ol style="list-style-type: none"> Two Representative Members shall be appointed by Charney Bassett Parish Council. One representative member shall be appointed by The Parochial Church Council of Charney Bassett, St. Peter's. Each organisation shall notify the name of each person appointed by it to the secretary of the Committee The appointment of a Representative member may be made not more than one month before the annual general meeting and the term of office of a Representative member appointed shall commence at the end of that meeting. If an organisation entitled to appoint a Representative Member fails to do so within the said period of one month before an annual general meeting the appointment shall be made as soon as practicable after that meeting. The term of office of a Representative member so appointed and of a Representative Member appointed to fill a casual vacancy shall commence on the day on which notification is received by said secretary.
	MEETINGS AND PROCEEDINGS OF THE COMMITTEE
15	<ol style="list-style-type: none"> The Committee shall hold at a minimum of four ordinary meetings in a year. A special meeting may be called at any time by the chair or by any two members with seven clear days' notice being given to all the other members of the matters to be discussed. One such meeting must involve the physical presence of those members who attend the meeting subject to legal restriction or clinical advice. Other meetings may take such form, including videoconferencing, as the members decide provided that the form chosen enables the members to both see and hear each other. Members shall collectively make the decision in advance for in-person or virtually in respect of any given meeting, and the chosen medium shall be clearly identified on the agenda and communicated to the local community so that members of the public wishing to attend may have access as appropriate in person or virtually on request to the secretary. The minutes of Committee meetings, whether held in person or virtually, shall be made available to the public. Delegated working parties may meet in whatever method the members of said working part feel is best suited to their operation but shall report back to the Committee at regular intervals on progress of their work.
18	<p><u>Minutes and accounts.</u></p> <ol style="list-style-type: none"> A minute book and books of account shall be provided and kept by the committee. Minutes can be kept in electronic form. Books of account may be kept in electronic form. Trustees shall comply with their obligations under the Charities Acts 2011 & 2022 with regard to preparation and filing of Annual report and Accounts where this is required.

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19	<p><u>Rules</u> Within the limits of this Scheme the Committee may from time to time make and alter rules for the conduct of their business and for the calling and conduct of their meetings and in particular with reference to –</p> <ol style="list-style-type: none"> 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 rents (if any) to be paid for such use. 2. The appointment of an auditor, treasurer 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 paid officers and employees as the Committee may consider necessary. 4. The number of Members who shall form a quorum at meetings of the Committee, provided that the number of Members who shall form a quorum shall not be less than one-third of the total number of Members. 5. Create such sub-committees and working parties as the members see fit. 6. To do any other lawful thing that is necessary or desirable for the achievement of the objects. 7. The members may from time to time make regulations for the management of the charity and for the conduct of their business, including <ol style="list-style-type: none"> a. The calling of meetings b. Methods of making decisions in order to deal with cases or urgency when a meeting is impractical c. The deposit of money at a bank d. The custody of documents e. The keeping or authenticating of records.
	<p><u>Delegation</u></p> <ol style="list-style-type: none"> 1. In addition to their statutory powers, the members may delegate any of their powers or functions to a sub-committee or working party which must include one or more trustees. The sub-committee or working party must act in accordance with any direction given by the members. It must not incur expenditure on behalf of the charity except in accordance with a budget previously agreed by the members and with the presence of a trustee. 2. The members must exercise their powers to delegate at properly convened meetings except where they have made other arrangements for making decisions under clause 19 (amendment). Terms of delegation will be recorded in the minutes of such meeting. 3. All acts and proceedings of sub-committees or working parties must be regularly reported to the Committee.
	<p>INSURANCE</p>
20	<p><u>Insurance</u></p> <ol style="list-style-type: none"> 1. 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. 2. Insure in respect of the play equipment 3. Insure in respect of public liability and employer’s liability. 4. A charity trustee may benefit from trustee indemnity insurance cover purchased at the charity’s expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
	<p>APPLICATION OF INCOME</p>
21	<p><u>Receipts and Expenditure</u></p> <ol style="list-style-type: none"> 1. The income of the Charity including all payments for use of said building and all donations shall be paid into a trust account at such bank as the Committee shall from time to time consider appropriate. 2. The moneys standing to the credit of the said account shall be applied as the Committee shall decide in insuring the properties, in maintaining and repairing the hall building and the furniture and effects with in it and in paying all rent (if any), rates, taxes, salaries of paid officers and employees and other outgoings to further the object of the Charity. 3. A charity member is entitled to be reimbursed out of the property of the charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the charity. 4. Members in an ordinary meeting can set budgets for specific expenditure. 5. All financial matters shall comply with the charity’s Finance policy.