

	Current Governing Document 12 <sup>th</sup> December 2022
	<b>14<sup>th</sup> June 1988 The Scheme</b> <b>29<sup>th</sup> 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)</b> <b>6<sup>th</sup> April 2022 Constitution Changes</b> <b>8<sup>th</sup> June 2022 Administration additions and changes. Representative member changes.</b> <b>21<sup>st</sup> July 2022 Representative member changes.</b> <b>12<sup>th</sup> December 2022 Finance changes</b>
	<b>SCHEME 14<sup>th</sup> June 1988 including amendments made in 2022</b>
<b>Clause</b>	
1	<u>Administration of the Charity</u> Charney Hall & Field Trust and the properties specified in the schedule and all other the property (if any) of the Charity shall be administered and managed in conformity with the provisions of this scheme.
	<b>TRUSTEES</b>
2	<u>Trustees and vesting</u> 1. Charney Bassett Parish Council shall be the Custodian Trustee of the Charity. 2. The Village Hall (land and building) specified in the schedule are vested in the Charney Bassett Parish Council with the interest belonging to or held in trust for the Charney Hall and Field Trust.
	<b>OBJECT</b> Original deleted and replaced by the following 29 <sup>th</sup> August 2002
3	1. The Object of the charity is, in the interests of social welfare, to improve the conditions of life of the inhabitants of the area of benefit without distinction of political, religious or other opinions by provision and maintenance of a) a village hall for use by inhabitants, including use for: (i) meetings, lectures and classes and (ii) other forms of recreation and leisure-time occupation b) a recreation ground for use by the inhabitants. 2. The land identified in the schedule of the governing document (Village Hall) and the land identified in the schedule to this scheme (Charney Field) must be retained by the committee for use for objects (1) above of the charity.  Title of the land described in part I of the schedule (29 <sup>th</sup> August 2002) Land registered at HM land Register under title number ON 229496/TP/132 is transferred by this scheme to the custodian trustee in trust for the charity.
	<b>COMMITTEE OF MANAGEMENT</b>
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	<u>Representative Members</u> 1. Two Representative Members shall be appointed by Charney Bassett Parish Council. 2. One representative member shall be appointed by The Parochial Church Council of Charney Bassett, St. Peter's.

	<ol style="list-style-type: none"> <li>3. Each organisation shall notify the name of each person appointed by it to the secretary of the Committee.</li> <li>4. 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.</li> <li>5. 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.</li> </ol>
7	<p><u>Co-optative members.</u></p> <p>The committee may appoint if they think fit not more than two co-optative Members. Each appointment of a Co-optative Member shall be made at a meeting of the Committee to take effect from the date of that meeting.</p>
8	<p><u>Termination of Membership</u></p> <ol style="list-style-type: none"> <li>1. Any member 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 member.</li> <li>2. All members shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.</li> </ol>
9	<p><u>Additional Representative Members</u></p> <p>The Committee shall have the power by resolution passed at a duly constituted meeting by the votes of not less than two-thirds of the Members to allow the appointment of an additional Representative member by any organisation in the area of benefit not already named in the scheme.</p>
10	<p><u>Alteration of Constitution of Committee</u></p> <p>The constitution of the Committee may on the application of the Committee be altered from time to time by Order of the Charity Commission.</p>
11	<p><u>Casual Vacancies</u></p> <ol style="list-style-type: none"> <li>1. If a casual vacancy occurs the Committee shall make a note in the minutes of their next meeting and in the case of a vacancy in the office of Representative Members shall notify as soon as possible the organisation entitled to fill the vacancy.</li> <li>2. A casual vacancy in the office of an Elected Member may be filled at a meeting of the committee to take effect from the date of that meeting.</li> </ol>
12	<p><u>Failure to Appoint</u></p> <p>The proceedings of the Committee shall not be invalidated by any vacancy among its Members or by any failure to appoint or any defect in the appointment or qualification of a member.</p>
13	<p><u>Declaration of Members</u></p> <p>No person shall be entitled to act as a member whether on a first or on 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 trusts of this Scheme.</p>
14	<p><u>Members not to be personally interested.</u></p> <p>Except in special circumstances with approval in writing of the Commissioners no member shall take or hold any interest in any property belonging to the Charity. They can receive no remuneration or be interested in the supply of work or goods, at the cost of the charity.</p>
	<p><b>MEETINGS AND PROCEEDINGS OF THE COMMITTEE</b></p>
15	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. One such meeting must involve the physical presence of those members who attend the meeting subject to legal restriction or clinical advice.</li> </ol>

	<ol style="list-style-type: none"> <li>3. 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.</li> <li>4. 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.</li> <li>5. The minutes of Committee meetings, whether held in person or virtually, shall be made available to the public.</li> <li>6. 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.</li> </ol>
16	<p><u>Chair</u></p> <ol style="list-style-type: none"> <li>1. At the first meeting in year after the annual general meeting the Committee shall elect one of their number to be chair of their meetings until the commencement of the first meeting after the annual general meeting in the following year and may also elect one of their number to be vice-chair. The chair and vice-chair shall always be eligible for re-election.</li> <li>2. If the Chair and vice-chair (if any) are absent from any meeting of the Committee the Members shall choose one of their number to be chair of the meeting before any other business is transacted.</li> </ol>
17	<p><u>Voting</u></p> <p>Every matter shall be determined by a majority of votes of the Members present. In the event of equal votes, the chair of the meeting shall have a second or casting vote.</p>
18	<p><u>Minutes and accounts.</u></p> <ol style="list-style-type: none"> <li>1. A minute book and books of account shall be provided and kept by the committee.</li> <li>2. Minutes can be kept in electronic form.</li> <li>3. Books of account may be kept in electronic form.</li> <li>4. Trustees shall comply with their obligations under the Charities Acts 2011 &amp; 2022 with regard to preparation and filing of Annual report and Accounts where this is required.</li> </ol>
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"> <li>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.</li> <li>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.</li> <li>3. The engagement and dismissal of paid officers and employees as the Committee may consider necessary.</li> <li>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.</li> <li>5. Create such sub-committees and working parties as the members see fit.</li> <li>6. To do any other lawful thing that is necessary or desirable for the achievement of the objects.</li> <li>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"> <li>a. The calling of meetings</li> <li>b. Methods of making decisions in order to deal with cases or urgency when a meeting is impractical.</li> <li>c. The deposit of money at a bank</li> <li>d. The custody of documents</li> <li>e. The keeping or authenticating of records.</li> </ol> </li> </ol>

	<p><u>Delegation</u></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. All acts and proceedings of sub-committees or working parties must be regularly reported to the Committee.</li> </ol>
	<b>INSURANCE</b>
20	<p><u>Insurance</u></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Insure in respect of the play equipment.</li> <li>3. Insure in respect of public liability and employer's liability.</li> <li>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.</li> </ol>
	<b>APPLICATION OF INCOME</b>
21	<p><u>Receipts and Expenditure</u></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>4. Members in an ordinary meeting can set budgets for specific expenditure.</li> <li>5. All financial matters shall comply with the charity's Finance policy.</li> </ol>
22	<p><u>Surplus cash.</u> Sums of cash at any time belonging to the Charity and not needed for immediate working purposes shall be invested in trust for the Charity.</p>
	<b>ANNUAL GENERAL MEETING</b>
23	<ol style="list-style-type: none"> <li>1. There shall be an annual general meeting in connection with the Charity which shall be held in the Month of June in each year or as soon as is practicable thereafter.</li> <li>2. All inhabitants of the parish of Charney Bassett of 18years of age and upward shall be entitled to attend and vote at the annual general meeting.</li> <li>3. The first annual general meeting shall be convened by existing Trustees of the Charity and every subsequent annual general meeting shall be convened by the Committee.</li> <li>4. Public notice of the annual general meeting shall be given in the area of benefit 14 days before the date of such meeting.</li> <li>5. Before any business is transacted at the first annual general meeting after the date of this Scheme, the persons present shall appoint a chair of the meeting. The chair of subsequent annual general meetings shall be the chair 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 chair of the meeting.</li> </ol>

	6. The committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.
	<b>SALE</b>
24	If at any time the Committee decide that on the grounds of expense or otherwise it is necessary or advisable to discontinue the use of the whole or part of the said land and building for the purposes of a village hall, and that decision is confirmed by resolution passed by a majority of the inhabitants of the area of benefit of 18 years of age and upwards attending and voting at a meeting of which public notice has been given in the area of benefit at least 14 days before the date, the Committee may subject to authority of a further order of Orders of the Commissioners sell the said land and building or any part thereof and may do and execute all proper acts and assurances for carrying any such sale into effect.
26	<u>Proceeds of Sale</u> 1. Unless the Commissioners otherwise direct the Committee shall pay over clear proceeds of any such sale for investment in trust for the Charity. 2. Thereafter, the Committee shall apply the clear income and subject to the approval of the Commissioners the property of the Charity in furthering the object of the Charity or for such charitable purposes for the general benefit of the inhabitants of the area of benefit as the Committee think fit.
	<b>GENERAL PROVISIONS</b>
26	<u>Donations.</u> 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.
27	<u>Questions under Scheme.</u> Any question as to construction of this Scheme or as to the regularity or validity of any acts done or about to be done under this Scheme shall be determined by the Commissioners upon such application made to them for the purpose as they think fit.
	<b>SCHEDULE 29<sup>th</sup> August 2002</b>
	Land containing 189 square yards or thereabouts situate in Charney Bassett in the County of Oxfordshire having frontage on the north to Butts Lane with the building thereon formerly known as the Methodist Chapel being land comprised in the above-mentioned conveyance dated 10 <sup>th</sup> February 1956 and made between Alfred Thomas Evans and thirteen others of the first part Doris Edith Thompson of the second part and the Parish Council of Charney Bassett of the third part. £1450 cash on deposit account at Faringdon branch of Barclay Bank PLC £22 cash  This schedule is made up to the 10 <sup>th</sup> March 1988. Schedule 29 <sup>th</sup> August 2002 Land registered at HM land Register under title number ON 229496/TP/132
	<b>AMENDMENT OF SCHEME</b> <b>Sealing W241(S)02</b> <b>Case no 159854</b>
	In this scheme “the charity” means the charity identified at the beginning of this scheme i.e., Charney Hall and Field Trust “the committee” means the committee of management of the charity. “committee member” means a member of the committee “members” means members of the committee and “member” means one of the committee “area of benefit” means Charney Bassett and surrounding area. “governing document” means the Commissioners’ scheme of 14 <sup>th</sup> June 1988. “custodian trustee” means Charney Bassett Parish Council. Words “member” and “trustee” are interchangeable
4 (2002)	1. Subject to the provisions of this clause, the provisions of the governing document and this scheme may be amended

	<ol style="list-style-type: none"> <li>2. The committee may resolve to add names of other organisations operating in the area of benefit to the list in clause 6 of the governing document. The resolution must be passed at an ordinary meeting of the committee by not less than two thirds of the members.</li> <li>3. Any other amendment must be made by a resolution passed at the annual general meeting. The notice of the meeting must include notice of resolution, setting out the amendment proposed.</li> <li>4. The committee must not make any amendment which would. <ol style="list-style-type: none"> <li>a. vary this clause</li> <li>b. vary clause 1 of this scheme (the definitions clause) and clause 3 (the objects clause), 24 (the sale clause) and 25 (the proceeds of sale clause of the governing document.</li> <li>c. Confer a power to dissolve the charity</li> <li>d. Enable permanent endowment of the charity to be spent.</li> </ol> </li> <li>5. The prior written approval of the Commissioners must be obtained to any amendment which would <ol style="list-style-type: none"> <li>a. vary the composition of the committee or terms on which the members hold office (other than amendments made under sub-clause 2 of this clause.</li> <li>b. Vary clause 14 of the governing document (members not to have personal interest)</li> <li>c. Change the name of the charity.</li> </ol> </li> <li>6. The committee must <ol style="list-style-type: none"> <li>a. Promptly send to the Commissioners a copy of any amendment made under sub-clause 3 of this clause and</li> <li>b. Keep a copy of any such amendment with the governing document and this scheme.</li> </ol> </li> </ol>
	<b>GENERAL PROVISIONS</b>
	<p>The Commissioners may decide any questions put to them concerning</p> <ol style="list-style-type: none"> <li>1) The interpretation of this scheme or</li> <li>2) The propriety of validity of anything done or intended to be done under it</li> </ol>