

CONSOLIDATED VERSION OF A SCHEME FOR
HAUGHLEY VILLAGE HALL
MADE BY THE SECRETARY OF STATE FOR EDUCATION
DATED 24 MARCH 1969
AND AN AMENDMENT AUTHORISED BY
THE CHARITY COMMISSION DATED 8 JULY 2015

Charity No. 304760

**Sealed 24 March 1969
No 6407 L**

Administrative County – SUFFOLK EAST

Parish – HAUGHLEY

Stamp 10s

**Foundation – HAUGHLEY VILLAGE HALL
Scheme**

**SCHEME MADE BY THE SECRETARY OF STATE FOR EDUCATION AND SCIENCE
(hereinafter called the Charity Commissioners)
UNDER SECTION 18 OF THE CHARITIES ACT 1960**

The Foundation

1. In this Scheme the expression “the Foundation” means the Foundation called the HAUGHLEY VILLAGE HALL, in the Parish of Haughley, in the Administrative County of Suffolk East, founded and now regulated by a Conveyance of 26th July 1907

Administration and Title

2. The Foundation and its endowment (including the particulars specified on the Schedule hereto) shall be administered in conformity with the provisions of this Scheme under the title of HAUGHLEY VILLAGE HALL by the Committee of Management hereinafter constituted as the charity trustees thereof:

Provided that until the end of the first Annual General Meeting to be held as hereinafter provided after the date of this Scheme the Foundation shall be administered by the existing Trustees thereof in accordance with the provisions of this Scheme.

Village Hall

3. The object of the Foundation shall be the provision and maintenance of a village hall for the use of the inhabitants of Haughley and the neighbourhood (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 or recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

Committee of Management

4. (a) The Committee of Management (hereinafter called “the Committee”) shall, when complete, and except as in this Scheme provided consist of up to 13 members, that is to say:-

FOUR Elected Members, to be appointed (except in the case of such Members appointed to fill casual vacancies) at the Annual General Meeting to be held as hereinafter provided and:

Not more than FOUR Co-optive Members, to be appointed by the Committee, if they think fit, at a duly constituted meeting.

In addition any organisation that is a member of the Charity may nominate any person to act as its representative at any meeting of the Charity. The organisation must give written notice to the charity of the name of its representative. The nominee shall not be entitled to represent the organisation at any meeting unless the notice has been received by the Charity. The nominee may continue to represent the organisation until written notice is received by the Charity.

(b) The constitution of the Committee as in the clause before provided may be altered to reflect changing circumstances in the village of Haughley and its neighbourhood. Any resolution to amend the constitution of the Committee shall be passed by not less than two thirds of the members present at a General Meeting. Said changes shall be notified to the Charity Commissioners.

(c) The Name of each Representative Member shall be notified to the Charity Commissioners by the Charity.

Additional Representative Members

5. The Committee may, by a resolution passed at a duly constituted meeting by the votes of not less than two-thirds of its Members for the time being, allow any organisation operating in the area of benefit which is not empowered to appoint a Representative Member by or under clause 4 of this Scheme to appoint such a Member.

Commencement of Membership

6. The period of office of a Member of the Committee shall commence –

(a) in the case of an Elected Member (other than such a member appointed to fill a casual vacancy), at the end of the Annual General Meeting at which he is appointed.

(b) in the case of a Representative Member appointed within one month before an annual general meeting, at the end of the annual general meeting next after his appointment, and in the case of any other Representative Member on the day on which notification of his appointment is received by the Secretary of the Committee from the organisation appointing him and

(c) in the case of a Co-optive Member, at the end of the meeting at which he was appointed.

Determination of Membership

7. (a) Any member of the Committee who is adjudicated a bankrupt, or who makes a composition or arrangement with his 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.

(b) All Members of the Committee shall cease to hold office at the end of the annual general meeting next after the date on which they came into office.

Casual Vacancies

8. (a) 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 such a vacancy in the office of Representative Member shall be notified as soon as possible to the proper appointing organisation.

(b) A casual vacancy in the office of Elected Member may be filled by the Committee and the period of office of a Member appointed to fill such a vacancy at the end of the meeting at which he is appointed.

Failure to Appoint

9. 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 qualifications on any Member.

Declaration by Members

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

Members not to be personally interested

11. Except in special circumstances with the approval of the Charity Commissioners, no member of the Committee shall take or hold any interest in any property belonging to the Foundation, otherwise than a trustee for the purposes thereof, or receive any remuneration, or to be interested in the supply of work or good, at a cost of the Foundation.

Meetings of the Committee

12. The Committee shall hold at least two ordinary meetings each year. A special meeting may be summoned at any time by the Chairman or by any two members upon seven days' notice being given to all other Members to the matter to be discussed.

Chairman

13. (a) The Committee at their first meeting in each year after the Annual General Meeting shall elect one of their number to be Chairman 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-Chairman. The Chairman and Vice-Chairman, if any, shall always be eligible for re-election.

(b) If the Chairman and Vice-Chairman, if any, are absent from any meeting, the Members present shall, before any business is transacted, choose one of their number to preside at that meeting.

Voting

14. Every member shall (except as in this Scheme provided) be determined by the majority of the Members of the Committee present and voting on the question and in the case of equality of votes the Chairman of the meeting shall have a second casting vote.

Annual General Meeting

15. (a) There shall be an Annual General Meeting in connection with the Foundation which shall be held in the month of May in each year or as soon as practicable thereafter.

(b) All inhabitants of the area of benefit of eighteen years of age and upward shall be entitled to attend and vote at the Annual General Meeting.

(c) The first Annual General Meeting after the date of this Scheme shall be convened by the existing Trustees and every subsequent Annual General Meeting shall be convened by the Committee.

(d) Public notice of every Annual General Meeting shall be given in the area of benefit at least seven days before the date thereof.

(e) The persons who are present at the first Annual General Meeting after the date of this Scheme shall, before any other business is transacted, appoint a chairman at the meeting. The Chairman of subsequent Annual General Meetings shall be the chairman for the time being of the Committee, but, if he is not present, the persons present shall, before any other business is transacted, appoint a chairman of the meeting.

(f) The Committee shall present to each Annual General Meeting the report of accounts of the Foundation for the preceding year.

Application of Income

16. After payment on any expenses of administration, the net income of the Foundation, whether arising from the use of the Village Hall by other bodies or persons or otherwise, shall be applied by the Committee in one or other or both of the following ways:

(a) in the maintenance, repair and insurance of the Village Hall and the furniture and effects therein and the payment of rates, taxes, salaries of paid officers and servants and other outgoings in connection therewith.

(b) In otherwise furthering the object of the Foundation.

Surplus Cash

17. Any sum of cash at the time belonging to the Foundation and not needed as a balance for working purposes shall be invested unless the Charities Commissioners otherwise direct.

Power to Make Rules

18. Within the limits prescribed by the 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, the deposit of money at a proper bank, the custody of documents, and in particular with reference to:

(a) the terms and conditions upon which the Village Hall may be used for the purposes specified in this Scheme by person or bodies other than the Committee and the sum(if any) to be paid for such use;

(b) the appointment as secretary (to hold office at their pleasure) of one of themselves without salary or some other fit person at such salary, if any, as a Committee may from time to time determine;

(c) 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;

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

(e) the number of Members being not less than one-third of the total number of Members for the time being, who shall form a quorum at meetings of the Committee.

Minutes and Accounts

19. A minute book and book of Accounts shall be provided and kept by the Committee.

Vesting Property

20. The Committee and all other persons capable of being bound by this Scheme shall, unless the Charity Commissioners otherwise in writing directs, do all such acts as may be necessary in order to vest in and transfer to the Official Custodian for Charities all freehold and leasehold lands and hereditaments and all stocks, shares, funds and securities as any time belonging to the Foundation.

Donations

21. The Committee may accept any donations or property for the general purposes of the Foundation and they may also accept donations or property for any special object connected with the Foundation not inconsistent with the provisions of this Scheme.

Questions under Scheme

22. If any question arises as to the construction of this Scheme, or as to the regularity or the validity of any acts done or about to be done under this scheme, it shall be determined by the Charity Commissioners, upon such application made to them for the purpose as they think sufficient and such determination shall be binding on the Committee and all persons claiming under the Foundation.

Interpretation

23. The interpretation Act 1889 shall apply for the interpretation of this Scheme as it applies for the interpretation of an Act of Parliament.

Date of Scheme

24. The date of this Scheme shall be the day on which it is established by an Order of the Charity Commissioners.

SCHEDULE OF PROPERTY

Description	Extent	Tenant	Gross Yearly Income	
All that piece or parcel of land situate in the Parish of Haughley in the County of Suffolk East, together with the building erected thereon known as the Village Hall.	One and a quarter acres.	In hand	£	p

This Schedule is made up to 10 November 1968
Revised by Haughley Village Management January 2002.