



Tasburgh Village Hall Management Committee - Standing Orders

Previous Revision: November 2016 & Adopted 13/12/2016

Current Revision: November 2017 & Adopted 10/01/2018

Citation and Interpretation:

1. The full name of the Charity is "Tasburgh Village Hall and Playing Fields" and is used in this document in relation to the charity as a whole.
2. "Tasburgh Village Hall and Playing Fields" is registered with the Charity Commission, number 304085.
3. "TVH" refers to Tasburgh Village Hall and Playing Fields.
4. "TVHMC" refers to Tasburgh Village Hall Management Committee, the body organised to run the Registered Charity.
5. Members of the TVHMC are referred to as "Trustees".
6. "Trustees" who make up the TVHMC are drawn from:
 - a) Members of the public who have chosen to stand to become a Trustee of TVH, plus
 - b) Members of the public who have willingly been co-opted to become a Trustee of TVH, plus
 - c) Representatives of a key User Group of TVH.
7. "User Group" refers to an organisation that hires TVH in part or whole on at least 6 separate occasions per calendar year.
8. "Parishioner" refers to any person living within the parish boundary of Tasburgh, the boundary being decreed by the Local Government Boundary Commission for England.
9. "Chair" or "Vice-Chair" or "Acting Chair" refers to the person elected by the Trustees to chair meetings.
10. "1950 Trust Deed" refers to the original document that set up the terms and conditions for the creation of Tasburgh Village Hall and Playing Fields.
11. "AGM" refers to the Annual General meeting of TVH, and "EGM" refers to an Extraordinary General Meeting of TVH.
12. "DPS" refers to the Designated Premises Supervisor for TVH.
13. "H&S" refers to Health and Safety.
14. "CC" refers to the Charity Commission

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A – TASBURGH VILLAGE HALL MANAGEMENT COMMITTEE [TVHMC]

[Schedules 1 through 7]

1. Role of the Tasburgh Village Hall Management Committee [TVHMC]

1.1 TVHMC's role is to ensure the smooth and proper running of the TVH for the benefit of the parishioners of Tasburgh together with its neighbouring parishes as appropriate, as deemed by TVHMC.

1.2 TVHMC may employ staff as they deem appropriate upon terms and conditions as agreed by TVHMC.

1.3 All Trustees of TVHMC shall act as Trustees of the charitable organisation created to hold and run TVH.

1.4 TVHMC shall decide the terms and conditions upon which the Trust property is used in accordance with the provisions of the original 1950 Trust Deed, and any subsequent amendments and Resolutions lodged with the Charity Commission.

1.5 Any Amendment or new Resolution to the original 1950 Trust Deed, or to any subsequent Amendments and Resolutions lodged with the Charity Commission can only be done with the approval of a minimum of 2/3rds [two thirds] of the total number of Trustees. Once approved, the new Amendment or Resolution must be lodged with the Charity Commission as soon as is practicable.

2. TVHMC Officers and Other Roles

2.1 The key Primary Officer roles for TVHMC are Chair, Vice-Chair, Secretary and Treasurer. Their key functions and responsibilities are set-out elsewhere according to their role description.

2.2 The key Secondary Officer roles for TVHMC include the Bookings Secretary, H&S Officer, DPS and Fire Safety Officer. Their key functions and responsibilities are set-out elsewhere according to their role descriptions.

2.3 The key Tertiary roles for TVH include the Caretaker and the Cleaner. Their key functions and responsibilities are set-out elsewhere according to their role descriptions. These roles do not entitle the holders to automatic membership or election to TVHMC, but they can apply to become Trustees. If they choose not to be a Trustee, they can be invited to both attend and speak at TVHMC meetings [but not vote], subject to the discretion of the TVHMC.

2.4 At the first meeting of TVHMC after the AGM, TVHMC shall elect from their number the following Primary Officers:

- Chair
- Vice-Chair
- Secretary
- Treasurer

2.5 If no trustee volunteers to undertake the Primary roles of Secretary or Treasurer, the TVHMC can exercise the following options due to "exceptional circumstances":

- the Chair can also assume the role of either Secretary or Treasurer, or
- the Vice-Chair can also assume the role of either Secretary or Treasurer, or
- the Secretary can also assume the role of Treasurer and vice-versa, or
- the role(s) can be filled by appropriate co-opted candidate(s) from outside the village, subject to

their passing an interview to gauge their suitability for the position(s).

2.6 No TVHMC Officer should hold more than 2 Primary Officer roles at any one time, and all such instances must be regarded as a temporary measure. CC guidance is no more than 12 months.

2.7 At the first meeting of TVHMC after the AGM, TVHMC shall also elect from their number Trustees to assume the Secondary Officer positions. TVHMC Trustees can hold more than one Secondary Officer role, but preferably no more than 2.

2.8 A TVHMC Primary Officer can also hold a single Secondary Officer position, ideally as a temporary measure until another Trustee volunteers and is elected to that position.

2.9 Office holders of TVHMC shall continue in office until their successors are elected, or unless they resign or are dismissed. There is no time limit for the length of service to TVH for a Trustee.

2.10 All officers of TVHMC are honorary and unpaid. The Tertiary roles of Caretaker and Cleaner are expected to be paid positions, and the holders are not subject to annual reappointment at the AGM.

2.11 The TVHMC Secretary shall ensure all Trustee details will be registered with the CC.

2.12 An auditor for the TVH accounts shall also be identified at the first TVHMC meeting after the AGM.

3. TVH User Groups and Trustee Status

3.1 The only 2 of the original 6 User Groups named in the 1950 Trust Deed that continue to exercise representation to TVHMC are The Parish Council and the TUFC. A further 2 of the original 6 – the Tasburgh Women’s Institute and the Trustees of Tasburgh Methodist Chapel – no longer exist and have been removed by updates registered with the CC.

3.2 Representatives from St. Mary’s Church, Tasburgh, and Preston Church of England Voluntary Controlled Primary School, Tasburgh, no longer have representation on TVHMC, although they are named as original User Groups in the 1950 Trust Deed. Future Trustee representation from these two organisations will be in a supernumerary capacity only unless otherwise decreed by the TVHMC and/or by reference to the CC.

3.3 In accordance with The 1950 Trust Deed [Schedule 2, Item 5], if new User Groups are created in the Parish of Tasburgh that are of “social, educational or recreational character”, they can propose representatives to become Trustees, providing that two thirds of the existing Trustees approve the new User Group application. Once approved by TVHMC, the CC must be informed as soon as is practicable. The appointment of the new User Group Trustee will not be ratified until approval has been given by the CC.

3.4 Recognised Primary Tasburgh User Groups and community organisations that regularly use TVH and have authority to elect Trustees to TVHMC include [short name/acronym and then full title]:

Playgroup – Tas Valley Playgroup

TSSC – Tasburgh Sports and Social Club

Scouts/Explorers – 1st Tasburgh Scouts and 1st Tasburgh Nelson Explorers

TUFC – Tasburgh United Football Club

Parish Council – Tasburgh Parish Council

Martial Arts – Kuk Sool Won Martial Arts

3.5 Recognised Secondary Tasburgh User Groups and community organisations that regularly use TVH but who do not choose to elect a representative for TVHMC include:

Allotment Society – Tasburgh Allotment Society

Carers – Tasburgh Carers Organisation

Keep Fit – Tasburgh Keep Fit Club

Zumba – Zumba Dance Activity

3.6 If any current User Group ceases to exist and has a Trustee on TVHMC as a representative of that Group, then that Trustee must leave the TVHMC with immediate effect. The TVHMC Secretary must endeavour to get a letter from an officer of the former User group, confirming it has been dissolved. The CC must be informed as soon as is practicable, and a copy of the letter confirming the disbandment of the former User Group must be lodged with them. If another User Group with no representation on TVHMC wishes to nominate an eligible candidate, they may do so in accordance with item 3.3 above.

4. Code of Conduct for TVHMC Trustees

It is the responsibility of TVHMC trustees to :

4.1 Act within the governing document and the law – being aware of the contents of the 1950 Trust Deed and subsequent amendments and Resolutions and the law as it applies to TVH.

4.2 Act in the best interests of TVH as a whole – considering what is best for the charity and its beneficiaries and avoiding bringing the charity into disrepute.

4.3 Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.

4.4 Respect confidentiality – understanding what confidentiality means in practice for the charity, its management committee and the individuals involved in it.

4.5 Have a sound and up-to-date knowledge of TVH and its environment – understanding how the charity works and the environment within which it operates.

4.6 Attend meetings and other appointments or give apologies – considering other ways of engaging with the management committee if unable to attend TVHMC meeting(s).

4.7 Prepare fully for meetings and all work for the charity – reading papers, querying anything you do not understand and thinking through issues in good time before meetings.

4.8 Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.

4.9 Act jointly and respectfully with all – respecting diversity, different roles and boundaries and avoiding giving offence.

Trustees are expected to honour the content and spirit of this code.

5. Equipment availability for TVHMC Trustees and Data Storage.

5.1 The Secretary, the Treasurer and the Bookings Secretary will all be provided with suitable computers [or similar equipment] to enable them to perform their roles effectively. The computers must be used for TVH business only and for no other purpose. Where necessary, a printer may also be provided, but only on a needs basis and subject to a two thirds vote of approval from TVHMC.

5.2 If a printer is not available for those with TVH computers and a personal printer is used for TVH business, the cost of paper and printer ink can be expensed to TVH.

5.3 Those in receipt of a computer must perform a data back-up every week to minimise the risk of data loss due to a virus attack or malfunction.

5.4 It will be the responsibility of the computer user to keep it in good condition. Any repairs or replacements can only be authorised by either the full TVHMC or by a relevant sub-committee, subject to pre-agreed financial limits.

5.5 The equipment will remain the property of TVH and must be returned in good serviceable condition when the individual ceases to perform that role.

5.6 All data concerning TVH can be stored electronically on "Dropbox" or another suitable cyber site. All TVHMC Trustees will have access to this location for the duration of their tenure on TVHMC.

5.7 Access to TVHMC Dropbox will be controlled by the Secretary who will also have ultimate control over all the TVH data stored there.

5.8 Unless stated otherwise or by pre-agreed permission of the TVHMC, all data pertaining to TVH stored electronically either on a TVHMC computer, a private computer or in the TVHMC Dropbox is private and confidential and must not be shared with any third party. Any abuse of this may lead to the relevant Trustee being asked to resign or be dismissed from TVHMC and possibly being banned from TVH buildings and grounds. The CC will also be informed.

6. Expenditure and Expenses

6.1 At least three estimates must be obtained, unless agreed otherwise, for any expenditure for goods or work done over £500.

6.2 All bids must be sealed and sent to the Secretary so that neither bidders nor trustees can see the bids before being revealed to all trustees.

6.3 Sealed bids can only be opened at a full TVHMC meeting and not at sub-committees.

6.4 The Finance sub-committee will be allowed to spend up to £500 without seeking prior full TVHMC approval. This expenditure will only be used to meet necessary and immediate expenses, and all such expenditure will be relayed to the full TVHMC at its next meeting.

7. TVHMC Website.

7.1 The TVH website <http://www.tasburghvillagehall.org.uk> has an open calendar of activity and enables members of the public to book TVH for a party, function or other engagement, subject to availability and approval by the Booking Secretary. If alcohol is to be consumed at any event on TVH premises, then the appropriate approval of the TSSC must also be obtained.

7.2 The upkeep of news data and maintenance of the website will be solely the responsibility of the Trustee or approved 3rd party person appointed by TVHMC to undertake the role.

7.3 Key User Groups may have their own pages on the website. It will be the responsibility of every User Group to make sure information on their pages is up to date and relevant.

7.4 Suitable advertising on the website is acceptable. A charge for this facility is expected and is subject to approval by the TVHMC, and will be reviewed annually.

B - TRUSTEES

[Schedules 8 through 12]

8. General Expectations of Trustees

8.1 Trustees will support the objects and mission of TVH, championing it, using any skills or knowledge they have to further that mission and seeking expert advice when and where appropriate.

8.2 Trustees will be active trustees, making any skills, experience and knowledge available to TVH and seeking to do what additional work can be done outside trustee meetings, including sitting on sub-committees.

8.3 Trustees will respect organisational, and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.

8.4 Trustees will develop and maintain a sound and up-to-date knowledge of TVH and its environment. This will include an understanding of the social, political and economic environment in which it operates and the nature and extent of its work.

8.5 Trustees will use TVH's resources responsibly, and when claiming expenses will do so in line with its procedures.

8.6 Trustees will seek to be accountable for their actions as a trustee of TVH, and will be subject to whatever scrutiny is appropriate to their role.

8.7 Trustees accept responsibility to ensure that TVH is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

9. Managing Conflicts of Interest

9.1 Unless authorised, Trustees will not put themselves in a position where personal interests conflict with duties to act in the interests of the charity. Where there is a conflict of interest Trustees will ensure that this is managed effectively in line with TVH policy.

9.2 Trustees understand that a failure to declare a conflict of interest may be considered to be a breach of this requirement.

10. Trustee Governance

10.1 Trustees will actively contribute towards improving the governance of TVHMC, participating in induction and training and sharing ideas for improvement with TVHMC

10.2 Trustees will help to identify good candidates for trusteeship of TVH and, with fellow trustees, will appoint new trustees in accordance with agreed selection criteria.

10.3 Induction training for all new trustees will be undertaken by the Chairman and/or Vice Chair.

11. Trustee Relations with Others

11.1 Trustees recognise that the roles of all trustees, volunteers and staff of Tasburgh Village Hall and Playing Field are different, and will seek to understand and respect the difference between these roles.

11.2 Trustees will not make public comments about the organisation unless authorised to do so. Any public comments made about TVH should be considered and in line with organisational policy, whether made as an individual or as a trustee.

11.4 Trustees may not make any comment that is or seems to be on behalf of TVHMC, to any form of media, without the approval of TVHMC

11.5 Trustees may not act, or seem to be acting on behalf of TVHMC, in discussion with other organisations or businesses, without the approval of TVHMC.

12. Trustees Leaving the TVHMC

12.1 Trustees understand that a substantial breach of any part of this code will be regarded as bringing the Charity into disrepute, and may result in procedures being put in motion that may result in them being asked to resign from TVHMC, as per CC guidelines.

12.2 Should this happen Trustees will be given the opportunity to be heard.

12.3 In the event that they are asked to resign from TVHMC they will accept the decision of TVHMC in this matter and resign with immediate effect. If a Trustee refuses to resign in these circumstances, the TVHMC can dismiss them via a simple majority vote.

12.4 Any Trustee who, in the opinion of a majority of the TVHMC, is considered to have brought the TVH Charity into disrepute may be barred from the TVH buildings and land for a period to be determined by the TVHMC.

12.5 If Trustees wish to cease being a Trustee of TVH at any time, they will inform the Chair in advance in writing, stating the reasons for leaving. Wherever possible, 4 weeks should be the acceptable minimum period of notice to resign as a Trustee.

12.6 In accordance with Schedule 2, Item 7 of the original 1950 Trust Deed, any TVHMC vacancy that has resulted from the death, resignation or removal of a Trustee can be filled as follows:

- a) If the vacancy is from a recognised User Group, that User Group can elect a new TVHMC Trustee from amongst its own managing body. The same applies to any supernumerary organisation.
- b) If the vacancy is from a member of the public elected at the AGM, the TVHMC can fill the vacancy as it sees fit until the next AGM.

12.7 There is no use of TVH charity money for financial recognition of long service upon retirement of any trustee.

C – MEETINGS

[Schedules 13 through 20]

13. Meetings and Trustee Governance

13.1 Trustees will participate in collective decision making, accept a majority decision of TVHMC and will not act individually unless specifically authorised to do so.

13.2 When a trustee misses 3 consecutive meetings without contacting the Chair and/or Secretary and proffering an acceptable apology for absence [eg prolonged illness, extended holiday etc.], that trustee will be deemed to have left and resigned from the TVHMC.

13.3 If a trustee will knowingly be absent for 3 or more meetings due to circumstances outlined in 13.2 above, the TVHMC shall have the power to fill such vacancy either by co-opting a member of the public, or by taking advice from the relevant User Group until the next AGM.

14. Meetings and Resolutions

14.1 The meetings are to be held once a month, or as often as TVHMC require, but not less than twice a year.

14.2 The Secretary will issue an agenda for every meeting, ideally 7 days prior to the meeting date. The Secretary will be solely responsible for the content of the agenda, but will take note of requests/topics for discussion from trustees.

14.3 A special meeting may be called by the Secretary at the request of the Chair or two TVHMC Trustees.

14.4 At least seven clear days' notice of meeting shall be given to Trustees. This may be a written notice sent to a Trustees last known address or by e-mail if a TVHMC Trustee has agreed that this is an appropriate method of communication.

14.5 Notice of a special meeting should include the agenda containing the matters to be discussed.

14.6 The quorum of TVHMC shall be six, or not less than one third of the total number of Trustees of TVHMC in accordance with Schedule 2 Item 11(d) of the original 1950 Trust Deed.

14.7 Persons nominated to TVHMC by their User Group organisations should note that they are nominated solely to be a Trustee to manage the Charity, not to represent their nominating organisation.

14.8 Parishioners of Tasburgh should be permitted to attend all TVHMC meetings as observers and to speak at the discretion of the meeting. Non-parishioners of Tasburgh may be permitted to speak or attend at meetings at the discretion of the meeting. In exceptional circumstances where sensitive information may be discussed, the meeting may be held in camera and members of the public will be excluded and/or requested to leave.

14.9 Employees of TVH who are not also Trustees can be invited to TVHMC meetings to advise or inform, but won't be able to vote on any proposal or resolution. Employees who are Trustees will attend meetings as normal, but must be aware of and manage any topic or subject that may be a conflict of interest for them.

14.10 If the Chair is not present at the meeting, the Vice-Chair shall chair the meeting. In the absence of the Chair and Vice-Chair the meeting shall elect an Acting Chair for that meeting only. If no-one volunteers to be the Acting Chair, then the longest serving member of TVHMC will chair the meeting. The person who chairs the meeting will always have a vote unless a Conflict of Interest arises which prohibits their vote on the issue.

14.11 The chair (or vice-chair, or acting chair in their absence) will allow equal time for trustees to speak on each item. Speeches shall be limited to 5 minutes maximum.

14.12 Trustees with prejudicial interests shall be given the opportunity to address their fellow Trustees for 3 minutes on the item in which they have the prejudicial interest immediately prior to the Trustees' discussion and decision on the item in question. Any Trustee with a prejudicial interest shall then leave the room for the discussion and vote on the item in question.

14.13 Decisions and Resolutions of the TVHMC will be taken by a vote which will be recorded in the minutes. If the result is equality of votes, the Chair will have a second or casting vote.

14.14 Voting will be decided by a show of hands, unless a trustee calls for a ballot. A ballot must be held in secret, and then the result declared. If the result is equality of votes, the Chair will have a second or casting vote.

14.15 A simple majority will usually be enough to win a resolution. However, if the total number of votes supporting the resolution is less than the total of those voting against plus those who abstained, then the resolution will be deemed to have failed and will not be enacted. The Chair can then decide whether to call for a secret ballot to resolve the issue. If the result is equality of votes, the Chair will have a second or casting vote.

14.16 If a secret ballot is called, the voting will only be For or Against the resolution. There can be no Abstentions in such ballots. If the result is equality of votes, the Chair will have a second or casting vote.

14.17 All Trustees must observe Schedule 4, the Code of Conduct which was adopted by the Trustees on date at the head of this document.

15 Meeting Minutes

15.1 The Secretary, or in their absence, a nominee or other Trustee, will take minutes of every meeting where the business of TVH is discussed. The Secretary or their nominee or other Trustee will then publish the minutes to every member of TVHMC, ideally within 7 working days from the meeting, and no later than 14 days from the meeting.

15.2 In accordance with CC recommendations, the minutes will give:

- a) The name of the charity – TVH
- b) The type of meeting
- c) The date & time of the meeting
- d) The names of those present
- e) Who chaired the meeting
- f) What capacity people attended in, such as Trustees, employees or parishioners observing proceedings
- g) Any absences for agenda items due to conflicts of interest
- h) Apologies for absence.

15.3 The minutes must record exactly what was agreed, particularly for important or controversial decisions. This includes:

- a) The exact wording of any resolution, and who proposed it
- b) A summary of the discussion of each item of business
- c) Information used to make decisions
- d) How many votes were made for and against, and how many didn't vote
- e) What action is needed and who is responsible for taking it
- f) The date, time and venue of the next meeting

15.4 Taking of minutes by the Secretary or their nominee should not interfere with their ability to actively contribute to the meeting.

15.5 As well as the Trustees, professional advisors such as auditors may also be permitted to view the minutes.

15.6 The TVHMC believe in transparency with their parishioners, so the Secretary will also post the minutes onto the TVH website so that members of the public can view them. *[Note – the 1950 Trust Deed makes no provision for who can read them, so we can freely publish them.]*

16. Meeting Adjournments

16.1 The meeting shall stand adjourned when

- a) It becomes inquorate
- b) If there is an event beyond the control of the Trustees or i.e. external matters
- c) If the meeting becomes unruly
- d) If the meeting resolves to adjourn

16.2 The meeting shall stand adjourned

- a) To a later time in the same day
- b) To a later date and the same place
- c) To a later date and another place

16.3 Decisions taken prior to the adjournment remain valid.

17. Meetings and Electronic Communication

17.1 Except under 17.3 & 17.4 below, meetings and decisions will be conducted at a properly convened meeting as defined in Schedule 14 above. For a meeting to be valid, the Trustees attending must be able to see and hear each other. This means that if necessary, TVH can hold meetings by video conference, and such meetings will be permissible and lawful.

17.2 The charity may find itself in a situation where an urgent decision is needed between meetings. In these exceptional circumstances, decision making may be made by electronic means (email). These circumstances are:

- a) Where there is danger to the public.
- b) Where there is a risk to the building and/or its environment.

c) Where there is an unforeseen occurrence and an immediate decision is necessary.

17.3 The nature and means of obtaining trustees response will be clearly laid out in the email which will be sent by either the Secretary or the Chair and will consist of a single vote or decision.

17.4 Once the deadline for Trustee's to respond has passed, the Secretary or Chair will then publish the result, naming all Trustees who voted and their preference. The Secretary will also keep a record of all emails returned which will be kept as a point of reference should the result be queried at a future date.

17.5 TVHMC cannot hold meetings by telephone conference as the 1950 Trust Deed or subsequent amendments make no provision for such meetings. For such meetings to take place, an Amendment to the 1950 Trust Deed must be approved by the TVHMC and then lodged with the CC.

18. Meetings and Sub-committees

18.1 TVHMC may create such sub-committees as it may consider necessary and may delegate functions to such sub-committees as they specify.

18.2 Such sub-committees may co-opt persons who are not members of TVHMC provided that such co-opted persons shall comprise no more than one third of the total membership of the sub-committee.

18.3 Proceedings of any such sub-committees shall be reported back to TVHMC as soon as practicable for decision. Only the TVHMC can endorse or reject any recommendation made by a sub-committee.

19. The Annual General Meeting [AGM]

19.1 An AGM shall be held in the month of June each year, or as soon as practicable after.

19.2 The AGM shall be open to all parishioners of Tasburgh. Non-parishioners of Tasburgh may attend as observers and may speak at the discretion of the meeting.

19.3 All existing Trustees will resign at the AGM and can then put themselves up for renewal as a Trustee to serve for another year or until the next AGM.

19.4 The AGM is held for the purposes of reviewing the running of the Village Hall and at this meeting the TVHMC should be elected.

19.5 According to the July 3rd 2007 Resolution amendment to the 1950 Trust Deed, the TVHMC shall comprise up to thirteen [13] Trustees [8 x User Group Trustees plus 5 x members of the public], PLUS 3 supernumerary Trustees = 16 Trustees maximum. One should be the Designated Premises Supervisor for TVH

19.6 "User Groups" are groups within the Parish of Tasburgh that have made six or more regular bookings in the past year.

19.7 The list of User Groups should reflect the groups regularly using the Village Hall and can be reviewed at the AGM, upon giving notice prior to the meeting. If any User Group organisation should cease to exist or refrain from taking up their nominated place during the year (i.e. between AGMs), the place made available can be filled by either a new User Group representative in accordance with item 3.3 above, or by a member of the public.

19.8 There shall be up to five [5] members of the public elected at the Annual General Meeting. Members of the public shall be parishioners of Tasburgh as defined by being entered on the electoral role for the village.

19.9 TVHMC shall have the power to co-opt not more than three supernumerary members to represent interests in the Parish not represented by any organisation. This could include a representative from St. Mary's Church, Tasburgh, or Preston Church of England Voluntary Controlled Primary School, Tasburgh or another Tasburgh based community organisation or business.

19.10 All members of the public attending the AGM will be expected to sign a register on entry to record who is present. This is recommended by the CC, but is not mandatory.

20. Extra Ordinary Meetings and Provision to Wind-Up the TVH Charity.

20.1 An Extraordinary General Meeting can be called by means of request by three trustees and its business shall cover the following matters for which there will need to be a majority decision of not less than 2/3rds (two thirds):

- a) Alteration of the 1950 Trust Deed Governing Document and any subsequent Alterations lodged with the CC.
- b) Merging the Charity with others.
- c) Discussion of an issue brought by Members.

20.2 Provision to wind up the TVH charity and/or sell all or part of the existing TVH buildings and land as per the 1950 Trust Deed and any subsequent amendments:

- a) If a majority of the TVHMC decide that it is no longer able to continue to run or use the Trust Premises in whole or part according to the 1950 Trust Deed, then the TVHMC shall call a Public Meeting of those Parishioners of Tasburgh aged eighteen and above, giving at least 14 days' notice of the meeting date. Such notice shall state the purpose of the Public Meeting, shall be exhibited in a conspicuous place or places on the TVH premises and shall also be advertised in a local newspaper circulating in the Parish. The notice may also be inserted in the Tasburgh Quarterly, Church News and public noticeboards around the Parish at the discretion of the TVHMC.
- b) Only those Parishioners aged 18 and above will be eligible to vote at the Public Meeting.
- c) If, following a simple majority vote at the Public Meeting, a resolution to wind up the TVH Charity is approved, then the TVHMC shall inform the Charity Commissioners as soon as practicable. The TVHMC may then, with the approval of the CC, proceed to let or sell all or any part of the TVH buildings and land.
- d) All monies arising from any sale or letting of the TVH buildings and land shall be used, first, to clear any existing debts and liabilities, and any remainder than shall be held in trust either towards the purchase of premises suitable for use as a Village Hall in accordance with provisions contained in the 1950 Trust Deed, or to support such other charitable purposes or objects for the benefit of the parishioners of Tasburgh, as shall be approved by the Charity Commissioners.
- e) All money held in Trust will be done so by being invested in the names of the Official Trustees of Charitable Funds. Any interest and other income arising from such monies shall either be reinvested for the benefit of the trust fund, or be used for any purpose for which the income of the trust fund may properly be applied.

January 10th 2018.