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## WOODHURST VILLAGE HALL

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This Hall is held under a deed dated 6<sup>th</sup> March 1987 as a public charitable trust for the purposes of a village hall for the use of the inhabitants of the Parish of Woodhurst.

The holding trustees are Woodhurst Parish Council. The Hall is managed by a committee of management “Woodhurst Village Hall Management Committee” (who are in law the managing trustees) consisting of the following:

- elected members of the committee elected at the Annual General Meeting
- 2 representative members appointed annually by the following organisations:
  - St John’s Parochial Church Council
  - Woodhurst Parish Council
- The Committee may co-opt members

The deed provides for the Annual General Meeting to be held in the month of May or as soon as practicable thereafter. All the inhabitants of the area of benefit of 18 years and upwards are entitled to attend and vote at the Annual General Meeting.

The Committee are empowered to make rules and regulations so long as they do not conflict with the trust deed. The original trust deed is deposited with The Clerk to Woodhurst Parish Council.

## **WOODHURST VILLAGE HALL RULES**

prepared in accordance with model rules supplied by the Village Halls Service of the National Council for Voluntary Organisations and the Woodhurst Village Trust Deed

### 1. The Committee

- a) The Committee are required to meet as often as may be required but not less than twice a year. A special meeting may be summoned at the request of the Chairman or any two members, at least seven clear days notice shall be given to members. Notices of special meetings must include the matters to be discussed.
- b) 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 and may elect one of their number to be Vice-Chairman. The Chairman and Vice-Chairman shall continue in office until their successors are respectively elected.
- c) At meetings of the Committee the Chairman, or if not present the Vice-Chairman, or if not present, such other member elected for the purpose, shall take the Chair.
- d) The Committee may:-
  - i) decide the terms and conditions upon which the trust property may be used in accordance with the provisions of the trust deed and the sum (if any) to be paid for such use.
  - ii) engage and dismiss such paid officers and servants as it may consider necessary.
  - iii) decide the quorum necessary to transact business which, however, under the terms of the trust deed, may never be less than four members of the committee nor less than one third of the total number of the members for the time being of the committee.

### 2. Bank Account

- a) All monies received are to be promptly paid into a trust account at the Halifax Bank at Cambridge or such other bank as may be nominated by the Committee.
- b) Cheques for the payment of all accounts shall be signed by the Treasurer or Secretary and also by one of two persons nominated by the Committee to be signatories.

### 3. Custody of Deeds

The Trust deed or any other legal document governing the trust property shall remain in the custody of The Clerk to Woodhurst Parish Council.

### 4. Hire

- a) Application for the hire of the Hall shall be made to the Letting Officer.
- b) The right to refuse any application received for the hire of the Hall, without assigning any reason, is reserved to the Committee or to the Chairman of the Committee acting on their behalf, provided that the Chairman will report his action to the next meeting of the Committee.

### 5. Conditions of Hire

These are set out in the Hire Agreement.

6. Intoxicating Liquors

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without express permission in writing of the Committee whose consent must also be obtained prior to seeking any temporary licence for the sale of alcoholic liquors.

7. Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and the person or organisation to whom the Hall is let shall be responsible for seeing that the requirements of the relevant legislation are strictly observed.

8. Musical Copyright

Organisers of events at which copyright music is performed in public shall be responsible for obtaining a licence from the Performing Right Society.

9. Gramophone Records

The organisers of an event where a licence fee is payable for the public performance of gramophone records shall be responsible for obtaining the necessary licence from Phonographic Performance Ltd.

10. Stage Plays

If the Hall has no licence under the Theatres Act 1968, in force, the Secretary must be given at least 4 weeks notice of a stage play production, so that the appropriate licence may be obtained from the District Council who themselves require 3 weeks notice.

11. Music, Singing and Dancing

The Hall is licensed for music and public dancing from 10.00 a.m. to 12 midnight.

12. Safety Regulations

All conditions attaching to the selling of alcohol, the granting of stage plays or other licences must be strictly observed.

Nothing shall be done that will endanger the policies of insurance relating to the Hall or contents and in particular:-

- a) No obstructions must be placed in gangways or exits.
- b) Fire appliances will be inspected from time to time and must be kept in their proper places and used for no other purposes. The use of the portable gas heaters is not permitted during a hire period, they are permitted to be used prior to the event in order to warm the Hall.
- c) Chairs shall be stacked no more than 6 high.

13. Car Parking

Cars may not be parked so as to cause an obstruction at the entrance to or exits from the Hall or such as to cause a nuisance or obstruction to residents of St John's Close or elsewhere in the vicinity of the Hall. The car park supplied at the Hall is to be used only in connection with bona fide events being held at the Hall with the minimum of noise made on arrival and departure. All vehicles are parked at the Owners risk.

14. Nuisances

Use of the Hall shall be conducted in a manner so as not to be or become a nuisance or annoyance to the Committee or to any neighbouring premises. No musical instrument or sound reproduction equipment shall be played so as to be a cause of annoyance or disturbance to adjoining residents and not at all between the hours of 11pm and 8am such instruments or equipment is not to be played at a volume clearly audible outside the premises. The Premises shall not be used for any illegal or immoral purpose. Litter shall not be left in or about the Hall premises.

15. Alteration of Rules

Rules 1 to 14 may at any time be altered with the consent of a two thirds majority of the members of the Committee present provided the terms of the trust deed and of any statutory provisions are observed.

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## Notes

- a) A full set of rules should be supplied to each member and to newly appointed members of the Committee, together with the information suggested on page 2. A copy of the rules should be placed on the Hall noticeboard.
- b) Rule 9. In accordance with the Copyright Act 1956, copyright fees for the recording rights in playing gramophone records are not payable where these form part of the activities of, or are for the benefit of, a village hall, a club, society or other organisations not established or conducted for profit, whose main objects are charitable, or are otherwise concerned with the advancement of religion, education or social welfare. If a charge is made for admission the whole of the proceeds must be applied to the purpose of the organisation, and not to any other purpose.
- c) Additional rules may be inserted after Rule 14 according to local requirements, but care should be taken to see that such rules conform to the trust deed.
- d) If doubt arise reference should always be made to the wording used in the trust deed or other relevant legal documents and committees are reminded once again that the provisions of a trust deed cannot be altered in any way by a committee and are, therefore, in a different category from the rules and regulations which the committee are empowered to make.