

Wren Hall Charity, Wroxall - Working Document

The aim of this document is to provide information that is supplemental to the governing document - a Conveyance from 1967¹ which transferred land and the Parish Room at Honiley from the Wade family to Honiley Village Hall Charity (renamed Wren Hall Charity in 2014) - and reflects the changes that have taken place in the 55 years since the Charity was established.

Mission Statement

Wren Hall is a Charity whose purpose is to develop and maintain resources that are then used to organise events and activities that stimulate the widest possible involvement of people within the villages of Beausale, Haseley, Honiley and Wroxall and surrounding areas.

1. Wren Hall Management Committee/Trustees

The name of the Charity is Wren Hall and is to be managed by the Management Committee. The members of the Management Committee constitute the Trustees.

1.1 Objectives

Wren Hall Management Committee (the “Management Committee”) is established to represent all those with an interest in the local community encompassed within the catchment area defined as the communities of Beausale, Haseley, Honiley and Wroxall and surrounding areas. By working in partnership with all relevant interest groups, voluntary organisations, statutory authorities and individuals the Management Committee seeks to provide for improvement in local wellbeing of an involved and valued community.

1.2 Use of Hall

Use of the Hall shall be open to individuals, community groups, voluntary organisations, partnership agencies and businesses that are based in, or have an interest in the area. Users shall at all times conduct themselves in a manner acceptable to the Management Committee when attending meetings or any function in connection with the Village Hall.

1.3 Role of Trustees

Our charity trustees have 6 main responsibilities:

1. Ensure our charity is carrying out its purposes for the public benefit.
2. Comply with our charity’s governing document and the law.
3. Act in our charity’s best interests.
4. Manage our charity’s resources responsibly.
5. Act with reasonable care and skill.
6. Ensure our charity is accountable.

¹ There is no power to replace the 1967 Conveyance as our governing document therefore it must be retained. We can make certain administrative amendments by incorporating them within a resolution (see 1.11).

1.4 Management Committee

A Chair, Secretary and Treasurer (the Officers) shall be elected at the Annual General Meeting (AGM) of Wren Hall and shall hold office to the conclusion of the following AGM.

The affairs of the Hall and Charity shall be directed by a Management Committee which shall comprise the Officers plus a minimum of four and maximum of seven other elected full members. The members of the Management Committee shall be elected at the Annual General Meeting of the Charity and shall hold office for a period of one year. Any competent member of shall be eligible for re-election.

All members of the management committee (trustees) should be listed on the Charity Commission's register entry on their website (via the charity portal).

1.5 Meetings of Wren Hall Management Committee

An Annual General Meeting shall be held at a time and place determined by the Management Committee giving the public at least 21 days notice of such. No more than 15 months shall have elapsed since the preceding AGM. A report and accounts from the previous financial year shall be presented.

The Committee shall hold at least two ordinary meetings in each year and may hold such other ordinary meetings as may be required. A special meeting may be summoned at any time by the Chairman or any two Members upon seven clear days' notice being given to all the other Members of the matters to be discussed.

All meetings shall be open to the public and commence with an "Open Session" for questions and issues to be raised by the public.

1.7 Quorum and Voting

For a valid meeting to be held there must be at least two of the Officers plus two other committee members in attendance. In the absence of the Chair the members present shall elect a Deputy Chair for that meeting.

Voting: at all times matters before the Management Committee shall be decided by simple majority voting. In the case of an equality of votes the Chair of the meeting shall have a second or casting vote.

General Meetings: all matters before a General meeting, or Annual General Meeting shall be decided by simple majority voting of those members eligible to vote. In the case of an equality of votes the Chair of the meeting shall have a second or casting vote.

Voting Rights: Members eligible to vote will be those of 18 years of age and upwards residing or working within the catchment area as described.

1.8 Minutes

Minutes of all meetings shall be maintained by the Secretary and approved by the Management Committee.

1.9 Finance

A bank account in the name of the Wren Hall shall be opened with a bank approved by the Management Committee with no fewer than three signatories. All cheques must be signed by no fewer than two authorised signatories. The Treasurer shall maintain accounting records and produce annual accounts for the AGM.

For online banking the Treasurer will send details of all the transactions to the Chair at the end of each month with an explanation of those transactions which are not regular. Items of non-regular expenditure need to be approved by the Chair and at least one other member of the Management Committee (or in the absence of the Chair by two members of the Management Committee).

There shall be a limit to restrict the amount of money which can come out of the account on any day which will be agreed by the Management Committee.

1.10 Payments to members of Management Committee

Clause 8 of our Governing Document is concerned with remuneration of trustees, however it is a Conditional power not an express prohibition so we can use the statutory instrument. The relevant guidance on Trustee Expenses and Payments is on the [Charity Commission website](#).

We have confirmed with the Charity Commission that the need for the Commission's consent has now been removed where charities can meet the conditions of the statutory power, which are explained in Section 4.3 of the guidance. One of the conditions is that we have a written agreement between the charity and the trustee who is to be paid.

A charity can pay a trustee for the supply of any goods or services over and above normal trustee duties. The decision to do this must be made by those trustees who will not benefit. Those trustees must decide that the service is required by the charity and agree it is in the charity's best interests to make the payment and must comply with certain other conditions (see [section 5.3](#)).

1.11 Amendments to Constitution

Section 280 of the Charities Act 2011 enables the trustees of our charity amend existing provisions in their governing document and/or introduce totally new provisions, provided that they (a) relate to the powers of the trustees in administering the charity; or (b) relate to the procedures to be followed in its administration². A resolution must be passed by the trustees at a properly constituted meeting of the Management Committee at which a quorum is present.

² This power can be used to create or change a power for a third party to appoint trustees (where that third party has ceased to exist or consented to the change). The Second Schedule Clause 3 of the Governing Document states: (3) Four Representative Members of the Management Committee shall be appointed by such organisations as are set out in the Third Schedule. Organisations include The Committee of the Honiley and District Women's Club.