



Ducklington & Hardwick Village Hall

Charity No. 266806

Terms of Reference

1. Introduction

The conveyance document for the Ducklington and Hardwick Village Hall (dated 11th October 1973) transferred the ownership of the property and sets out rights and obligations, legal status, and the restrictions that are in place. The purpose of this document is to capture the make-up and operation of the Ducklington & Hardwick Village Hall Management Committee (DHVHMC). The corresponding clauses in the schedule of the conveyance are referenced accordingly.

2. Makeup of the DHVHMC (Clause 3)

The DHVHMC shall consist of up to five elected members, eight representative members and not more than four co-opted members.

Two representative members shall be appointed by each of the following organisations:

- Ducklington Parish Council
- Hardwick and Ducklington Women's Institute
- Ducklington and Hardwick Produce Association
- Ducklington with Hardwick Parochial Church Council

Each representative organisation shall notify the DHVHMC Chair or secretary of its appointed representatives.

Elected members are elected at the Ducklington and Hardwick Village Hall annual general meeting (AGM) held in September each year.

Co-opted members may be appointed at a duly constituted meeting of the DHVHMC.

All members of the DHVHMC shall retire from office at the end of the AGM next after the date on which they came into office. Members can be re-elected or re-appointed.

3. Appointment of new representative organisations (Clause 3)

Applications for representation on the DHVHMC can be made by organisations operating in the area of benefit of the Village Hall. The area of benefit is set out in broad terms in clause 1 of the schedule as improving the conditions of life for the inhabitants of the Parish of Ducklington with Hardwick. Following an application a resolution proposing the application shall be put forward at the next meeting of the DHVHMC. If the resolution is supported by not less than two-thirds of all members of the DHVHMC, the organisation will become a representative organisation and shall appoint two representative members.

4. Declaration of members (Clauses 5, 6, 7)

No person shall be entitled to act as a member of DHVHMC until they have signed a copy of the Ducklington and Hardwick Village Hall Committee Member Statement of Eligibility.



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5. Meetings of the DHVHMC (Clauses 8, 9, 10, 19)

The DHVHMC shall hold at least two committee meetings in each year. The DHVHMC shall appoint one of its members to be Chair of meetings at its first meeting each year after the AGM and may appoint a Vice-Chair. The Chair and Vice-Chair shall continue in office until their respective successors are elected (note that the Chair and Vice-Chair retire from office at the end of the AGM as noted in (2) above). If the Chair is absent from a meeting the Vice-Chair shall preside. Otherwise, the members present shall, before any other business is transacted, choose one of their number to preside at that meeting.

Every matter shall (except as detailed in (3) above) be determined by the majority of the members of the DHVHMC present and voting on the question. In case of equality of votes, the chair of the meeting shall have the casting vote.

Special meetings may be summoned by the Chair or any two members upon seven clear days' notice being given to all the other members of the matters to be discussed.

A meeting of the DHVHMC requires a quorum of not less than one-third of the total number of members.

END.