

**COCKING VILLAGE HALL
CONSTITUTION
Effective as of 1 January 2020.**

The Cocking Village Hall ('the Hall') was built by and is owned by the Cocking Parish Council ('the Council'). Since its inception in 2011 the Council have delegated the responsibility for maintaining and operating the Hall to a group of volunteers from the Cocking Community. This constitution is thus an amendment to the original constitution drawn up in September 2012 and is drafted to reflect changes within the village since that time.

The group of volunteers form a management committee ('the Committee') to perform its required tasks. The Committee has not fixed the number of volunteers as members but as a minimum it comprises the following positions:

- Chair
- Secretary
- Treasurer
- Bookings Secretary

Members can be elected to the Committee with the minimum of procedure so as to encourage maximum participation. Membership changes shall be recorded in the minutes of meeting. At its discretion the Council may elect, but is not required, to have a representative sit on the Committee if it so wishes with the agreement of the Committee concerning the person proposed.

The Council authorises the Committee to operate the Hall and its adjacent car park and sports field in order to provide a social amenity primarily for the local community of Cocking but also for outside bodies such as the South Downs National Park and Chichester District Council. The Council requires the Hall to be self –financing and has authorised the Committee to hire out the Hall for various functions and events in order to raise funds for operating and maintaining the Hall and its fixtures and fittings in a good state of repair.

The Council is responsible for the structure of the building and for external repairs and improvements, as well as the maintenance of the car park and the sports field. The Council holds the leases for the land involved from the Cowdray Estate and renews these leases as required. The Council insures the Hall. The Committee insures the use of the Hall by its volunteers, employees (if any) and its hirers. The Council reimburses the Committee for placing this insurance.

In the operation of the Hall, the Committee is responsible for ensuring that the Hall licence is maintained and that the licence and notices of insurance are properly displayed. The Committee shall comply with the terms of the lease from the Cowdray Estate and regulations in force regarding electrical equipment, fire alarms and fire safety equipment; all of which shall be regularly tested. The Committee shall ensure that appropriate risk assessments are in place for the various activities and that hirers of the Hall have clear instructions as to their responsibilities.

The Committee shall meet as required but normally every two months throughout the year. Minutes of meeting shall be taken by the Secretary and circulated for review and approval at the next meeting. Any meeting of less than three members shall not be deemed to be quorate.

The Committee shall operate its own bank account, controlled by the Treasurer. Accurate accounts records shall be kept and prior to each meeting the Treasurer shall circulate a financial report for the period showing income and expenditure. Payments may be made by persons authorised by the bank to do so. Payments may be made in cash or by cheque or electronically as required. All payments shall be either signed by two signatories or shall be countersigned on the financial reports produced by the Treasurer for the Committee meetings.

The accounts shall run from January to December and shall be reviewed for accuracy by a qualified accountant or bookkeeper. The Treasurer shall prepare a financial statement, based on the audited accounts, for presentation to the community at the annual meeting of Electors held in March or April each year.

The Committee will publicise its activities as widely as possible through leaflets and electronic media as well as contributing to the Cocking village newsletter and website. In doing so, the Committee will coordinate closely with other village bodies such as the Council, the Blue Bell Hub and the Parish Church.

Approved at the Committee Meeting held on 13 January 2020.

P C.H. Craig

Chair