



# Rules of Barrasford Village Hall

Barrasford Village hall is a charitable trust ( Charity No:1051443) operated under the terms of the trust deed dated 7 September 1973.

## 1. The Committee

At the AGM the elected committee members will stand down and the community will elect/re-elect a new management committee. The committee will then elect their members to be Chairperson, Treasurer and Secretary.

The chairperson will chair all meetings and in their absence another member of office may head the meeting.

In addition local organisations may apply to have a representative on the management committee at the AGM.

Committee meetings will take place at least three times a year (AGM in May and meetings in September and January) The management committee will be notified of meetings at least 7 days in advance.

The committee will actively fundraise all year round to ensure there are adequate funds to run and maintain the hall.

The committee have a duty to make sure that the relevant insurances and licences are in place and that fire safety checks are carried out each month and electrical testing is carried out annually.

The committee shall decide how the village hall is run and under what terms and conditions.

## 2. Bank Account

All monies will be paid into the two community accounts of Barrasford Village Hall. Cheques for payment must be signed by any two of the Treasurer or Secretary or nominated committee member.

## 3. Custody of the Deeds

The trust deeds and other legal documents shall remain in the fire proof security box located in the bar area, Community Action Northumberland (CAN) also have a copy.

They will be clearly marked. The hall buildings and land is vested in the Official Custodian for Charities and recorded at the Land Registry. We have a copy of the documents in the fire proof box and it can be viewed online.

## 4. Hire

Anyone wishing to hire the hall must contact the Treasurer at least 2 days prior to the booking. Charges should be paid to the treasurer no more than 7 days after the event. Regular user groups may pay in arrears at the discretion of the Treasurer.

The hirer of the hall is responsible for its proper use and must agree to the terms and conditions of hire. Any damages must be reported to the Treasurer immediately.

The committee has the right to refuse any event or admission to an individual. The committee must record their action at the next meeting.

## 5. Alcohol

The Hall is licensed to sell alcohol under the Premises Licensing Act, 2003, NPR/143.

Displayed in the hall.

**6. Lotteries etc**

Only activities permitted under the Small Lotteries Act may be permitted in the hall

**7. Music ,singing and dancing**

The hall is licenced for the above and public entertainment from:

|           |                |
|-----------|----------------|
| Mon – Fri | 9am -1am       |
| Sat       | 9am – midnight |
| Sun       | 9am – midnight |

**8. Musical copyright**

The hall is licenced under the Performing Rights Society under National licence for works controlled by that society.

**9. Safety**

No activity may be permitted which will invalidate the hall insurance. No obstructions of gangways and fire exits, fire appliances will be inspected every year and must be kept in the allocated place and not used for any other purpose e.g as a doorstep. No naked flames to be used in the hall. See Health and Safety Policy and Fire Safety Policy for more details.

Litter should not be left in or around the hall. Dogs are not permitted in the hall at anytime. (except Guide Dogs)

Smoking is not permitted in the hall. There is a bin provided for smokers outside the hall.

**10. Dissolution Clause**

In the unlikely event that the hall has to close, for whatever reason, a meeting shall be called for all inhabitants of age 18 years and over. Not less than fourteen days notice will be given and will be advertised in a newspaper. If the outcome is to still close, the hall and land will go back to the Duke of Northumberland for a sale fee of £5, as in stipulated in the conveyance and trust deed.

Any equipment, etc; will be offered to a local village hall in the Tynedale area or sold further afield. Any monies left after all debts and bills have been settled will be donated to a local charity.

**11. Alteration of the rules.**

The above rules may be altered at the AGM by a member of the committee proposing the change and by a vote for that change. The alteration will be made if the required majority agree.

Rules reviewed and agreed by the committee on \_\_\_\_\_