

Burnside Memorial Hall

Constitution of Management Committee

1. **Name:** 1.01 The Committee shall be called The Burnside Memorial Hall Management Committee (“the Committee”).
2. **Objects:** 2.01 To monitor the affairs of The Burnside Memorial Hall, Plumtree (“the Hall”), and make suggestions for improvements to the Trustees of the Burnside Memorial Hall “the Trustees”.
3. **Committee:** 3.01 The Management Committee shall comprise the following members:
 - (a) **Trustee members:** three members from the current Trustees, nominated from time to time by the Trustees, one of whom shall be nominated as the Committee Chairman. In addition, the Hon. Treasurer and Hon. Secretary of the Hall will be ex-officio members of the Committee.

All Trustees shall have the right to attend meetings of the Committee, should they wish to.
 - (b) **Community members:** the chairs of the Plumtree Parish Councils, Normanton Parish Council and Clipston Parish Meeting, or their nominated Parish Councillor representatives. Community members shall be ex-officio members of the Committee.
 - (c) **User members:** up to six representatives of groups that use the Hall on a regular basis (i.e. a minimum of **six** times per year), excluding those represented in 3.01(b).

The groups invited to attend shall be determined by the Trustees. Groups shall nominate their representative and inform the Hon. Secretary of their choice.
- 3.02 The Secretary to the Committee shall be the current Hon. Secretary of the Hall.
- 3.03 Regular Committee meetings shall take place twice a year. Other Committee meetings shall take place if requested by the Trustees or the Committee.
4. **Quorum:** 4.01 At Committee meetings a minimum of two representatives from 3.01(a) and one representative from each of 3.01(b) and 3.01(c) shall form a quorum.
5. **Voting:** 5.01 Each matter for which a vote is taken shall be determined by the majority of the members present, with a casting vote of the Chairman in case of equality.
6. **Notice of Meetings:** 6.01 Dates of regular Committee meetings for a calendar year shall be arranged by the Trustees at the start of the year.

In addition to the members listed in 3.01, the Parish Clerk(s) for Normanton and Plumtree parish councils shall be notified of the dates.

An Agenda will be published by the Hon. Secretary before each meeting.

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7. **Procedure at Meetings:**
- 7.01 To monitor the financial position of the Hall in relation to the **Annual Budget** approved by the Trustees.
 - 7.02 To monitor the **Letting Policy** approved by the Trustees and to suggest to the Trustees any changes that might seem appropriate.
 - 7.03 To review the charging rates annually and make suggestions to the Trustees for amendment, if appropriate.
 - 7.04 To receive reports from the Trustee members on any relevant matters in connection with the proper and efficient running of the Hall including: repairs and maintenance, insurance, compliance with statutory requirements, licensing, complaints, etc.
 - 7.05 To propose expenditure on items or services that would improve the amenities offered by the Hall to regular users.

In voting for expenditure items, the Committee shall be limited to a maximum spend of £100 per item, with a maximum spend of £500 in one financial year (1st October to 30th September).

All other spend must be approved at a Trustees' Meeting.