kings’ hall, Withyham

management committee rules

1. The Committee
2. The Committee shall meet as may be required, but not less than twice a year. A special meeting may be summoned by the Secretary at the request of the Chair or any two members. At least seven clear days of notice for ordinary meetings or fourteen clear days of notice for special meetings shall be given to members by email to the member’s last known email address. Notices of special meetings must include the matters to be discussed.
3. The Committee, at the Annual General Meeting, shall elect one of their number to be Chair of their meetings and may elect one of their number to be Vice-Chair. The Chair and Vice-Chair shall continue in office until their successors are respectively elected.
4. At meetings of the Committee the Chair, or if not present the Vice-Chair, or if not present, such other member elected for the purpose, shall take the chair and shall have a casting vote in addition to his ordinary vote.
5. The Committee shall appoint as secretary to hold office at their pleasure one of themselves without remuneration.
6. The Annual General Meeting, or failing this, the Committee at its first meeting after the Annual General Meeting, which shall be held in the month of May, or as soon as practicable thereafter in each year, shall annually appoint the following honorary officers:

Treasurer and if, so desired, an Independent Examiner, a President and Vice-Presidents.

1. The Committee may:
2. decide the terms and conditions upon which the trust property may be used in accordance with the provisions of the trust deed and the sum (if any) to be paid for such use.
3. engage and dismiss such paid officers and servants as it may consider necessary.
4. decide the quorum necessary to transact business which may never be less than one third of the total number of the members for the time being and shall at the present time be four.
5. appoint such sub-committees as it may consider necessary (e.g. sports, entertainments, finance, fabric) and empower any such sub-committee to co-opt persons who are not members of the Committee: provided that the number of members of the Committee on such sub-committee shall always exceed the number of co-opted members thereon.
6. Bank Account
7. All monies received are to be paid into a community account at Barclays Bank Ltd, Crowborough, or other such bank as may be nominated by the Committee.
8. Cheques and BACs for the payment of all accounts shall be signed by the Treasurer or Chair (or any other members of the committee nominated by the Committee to be signatories) and payments are limited to £200 unless approved by the Committee.
9. The Committee shall cause true and proper accounts to be kept in accordance with regulations as contained in the Charities Act 1993.
10. Custody of Deeds

The trust deed shall remain in the custody of the holding Trustees, as nominated by the Committee, these Trustees have no management role on the committee. There will be an annual check that the Trustees are ready to remain as Holding Trustees.

1. Hire
2. Application for the hire of the hall shall be made, in the first instance, to the Booking Secretary.
3. The right to refuse any application received for the hire of the hall, without assigning any reason, is reserved to the Committee or to the Chair of the Committee acting on their behalf, provided that the Chair will report her/his actions to the next meeting of the Committee.
4. Conditions of Hire

These are set out in the ‘Standard Conditions of Hire’ attached hereto and as annexed to the Hiring Agreement.

1. Commercial Sound Recordings

The hall is licensed with the Performing Rights Society for the performance of copyright music controlled by that society and we pay a licence fee for the public performance of commercial sound recordings through the Phonographic Performance Ltd.

1. Stage Plays

If the hall has no licence under the Theatres Act 1968, in force, the Secretary must be given at least four weeks’ notice of a stage play production, in order that the appropriate licence may be obtained from the District Council who themselves require three weeks’ notice.

1. Public Entertainment

Music, singing and dancing, and other regulated entertainment of like kind, do not require a licence from 8.00a.m. to 11.00 pm beyond these hours a licence is needed. The hall has a Premises Licence that allows for the sale of alcohol between these hours but also the extension of regulated entertainment and the sale of alcohol until midnight on a limited number of occasions. We may agree to Hirers of the hall using this licence for a fee but a nominated trustee must attend the start and finish of the event, alternatively Hirers of the hall must apply for a Temporary Events Notice for the sale of alcohol and / or the extended regulated entertainment.

1. Safety Regulations

All conditions attaching to the granting of stage plays or other licences must be strictly observed.

Nothing shall be done that will endanger the policies of insurance relating to the hall or contents and in particular –

1. no obstructions must be placed in gangways and exits
2. Fire appliances will be inspected from time to time and must be kept in their proper places and used for no other purposes.
3. Car Parking

Cars may not be parked to cause an obstruction at the entrance to or exits from the hall. Where parking accommodation is provided this must be used and the minimum of noise made on arrival and departure. Where parking up the Buckhurst Estate drive is required, the hirer or hall representative must supervise parking to prevent blockage of the drive or parking beyond the entrance to the overflow pub car park.

1. Alteration of Rules

Rules 1 to 10 may at any time be altered with the consent of a two thirds majority of the members of the Committee present provided the terms of the trust deed and of any statutory provisions are observed.

March 2020