

MILBORNE ST ANDREW VILLAGE HALL

CONSTITUTION

1. The Hall shall be known as the Milborne St Andrew Village Hall. The object is to promote the intellectual, social and physical, welfare of the inhabitants.
2. The method of management is laid down in a Trust Deed dated 8 March 1944. This Trust Deed is deposited for safe keeping with Lloyds Bank Ltd, Blandford.
3. The entire management of the Hall and its use is vested in a Management Committee which is constituted in accordance with the provisions of the Trust Deed. Five members shall form a quorum.
4. A General Meeting of all the inhabitants over 18 years of age shall be convened annually by a notice posted in the Village Hall and at some other convenient place, seven days previously. At this Annual General Meeting:-
 - the accounts for the previous year shall be presented;
 - a report of the year's work read;
 - the Chairman shall read out the names of the persons elected by the various organisations (who wish to be represented) to serve on the Committee, and other persons other than those appointed by the organisations shall be elected by the General Meeting to serve on the Committee for the ensuing year;
 - a casual vacancy on the Committee may be filled by the organisation concerned between the Annual meetings;
 - the officers of the Committee, i.e. Chairman, Vice-Chairman, Hon Secretary and Hon Treasurer, shall be appointed by the Annual General meeting;
 - the old members of the Committee shall retire and new members commence their duties at the end of the meeting;
5. THE HIRING OF THE HALL. The Hall can be hired by anyone for any legal object subject to the approval of the Committee, on the undertaking that:
 - order is preserved and that any damages done are paid for;
 - there be no playing of any game for money.
6. PRIVATE parties are those at which those attending pay no entrance money, but are the guests of the Hirer of the Hall. Such parties are not subject to the rule re intoxicating liquor, provided that such liquor is not charged for.
7. The Committee, though taking every precaution as to the letting of the Hall, accepts no responsibility for the behaviour of any person or persons who may have been admitted to the premises.
8. Property belonging to the Hall shall not be loaned out, nor shall furniture or other property of that nature, be brought into the Hall without the permission of the Committee.
9. The fees for hiring the hall are set out in a separate notice and may be altered or revised from time to time.
10. The use of the Hall crockery, chairs and tables will be allowed free of charge but any breakages or damage of any sort to the Hall property must be paid for by the Hirer. Hirers must also arrange that all crockery used is properly washed and replaced.
11. Payment for time needed for preparation of the Hall for a function is left to the discretion of the Committee.
12. The Caretaker is insured against accident etc.
13. The Hon Secretary will obtain a stage play licence for the Hall, when notified by the Hirers that such a licence is necessary, and at their expense.
14. The Hon Treasurer is responsible for all insurances.
15. The Hon Treasurer is responsible for the provision of cleaning materials.
16. The Hon Treasurer pays also for minor repairs, such as broken windows.

17. The Hon Treasurer furnishes a balance sheet showing all receipts and payments annually to the Committee.
18. The Hon Secretary keeps the minutes of the Committee meetings, which shall be held three times a year at least.
19. The Hon Secretary sends out notices of Committee Meetings seven days previously and informs the caretaker of all bookings. The Chairman may direct the Hon secretary to call a meeting of the Committee at any time, and a meeting of the Committee may be called at any time by a request in writing to the Hon Secretary signed by 5 members of the Committee.
20. The Caretaker will be paid such remuneration as may be agreed from time to time by the Committee.
21. The Caretaker shall be responsible for the airing, ventilating and cleaning of the Hall, and the opening and closing of the doors of the Hall, and the Lighting and extinguishing of the lights and heaters, when the Hall is hired, the Hall shall not be left unlocked.
22. The Caretaker shall report all damage done to the Secretary at once.
23. The Hon Secretary will keep an inventory of all furniture, crockery and other property belonging to the Hall, and will check them from time to time with the Caretaker, and will have this available for inspection by the Committee.
24. The Committee will not be responsible for loss or damage to any goods left on the premises or for vehicles left in the Car Park.
25. The consumption of fried fish or chipped potatoes inside the Hall is prohibited.
26. The Committee reserves the right to refuse admission to anyone.
27. Paid servants of the Committee cannot continue to serve on the Committee.

This document is not dated but it is a revision of an earlier version held on file.

Scanned and reformatted in December 2012.