



Titchmarsh Clubroom Management Committee

Rules of operation

1. The Clubroom Management Committee exists for the purpose of maintaining and developing the Clubroom facilities for the use and benefit of the residents of Titchmarsh and the surrounding community. Our objective is to encourage the maximum use of the Clubroom for social, recreational and educational activities that include and involve people of all ages, religions and social and ethnic backgrounds.
2. The Clubroom is a registered charity (no. 202080) and is administered and managed according to the principles and requirements of the Charities Commission. The land and buildings are held in charitable trust.
3. Membership of the Management Committee is made up of residents from the village and representatives from the groups who use the Clubroom facilities. Members must, at all times, act in good faith and in the best interests of the Clubroom. Members are not allowed to hold any interest in the property or to unfairly benefit from any work that is commissioned through the Committee. Any conflicts of interest must be declared to the Committee. Undischarged bankrupts are precluded from Membership of the Committee.
4. The Committee consists of a maximum of 11 Members drawn from the village community and regular hirers. All 11 Members will be Trustees of the Charity; 4 of these Members will become elected Officers (Chair, Vice Chair, Treasurer and Secretary), the remaining 7 being Trustee Members. The Committee can co-opt further, non-voting, Members as required for a specific purpose or project, subject to a majority vote in favour of their co-option.
5. All Officers and Trustee Members will be elected annually at the AGM, usually held in October. All Members shall retire from office together at the start of the AGM, but they may stand for immediate re-election. Notice of the AGM will be published in advance and the meeting will take place in a venue open to the public (usually in the Clubroom itself).

6. At the AGM, a temporary Chair for that meeting (usually the out-going Chair) will be agreed by those in attendance. If there are more than 11 potential Members, a simple majority vote of all those present will decide the matter. The make up of the Committee should be representative of the widest user group possible. In the case of a tied vote, the Chair of the meeting has the casting vote.
7. As well as representing their user interests, Trustee Members are expected to proactively participate in the management and development of the Clubroom.
8. Five Members, including two elected Officers of the Committee (one of which must be the Chair or Vice-Chair), constitutes a quorum. The Committee will vote on decisions using a simple voting system; each Member shall have one vote with a decision going to the majority. If Members are equally divided, the Chair has the casting vote.
9. Meetings will be held monthly or additionally as needed and minutes taken, ratified and published in the public domain. Members are expected to attend a minimum of 6 committee meetings per year and may be asked to resign if they fail to attend three consecutive meetings. Any resignations must be made in writing to the Chair or Vice Chair.
10. The meetings will be publicised and are open to the public and representation is welcomed from any interested party in writing, via a Committee Member or in person. The Committee encourages advance notification to the Secretary of any issues to be raised at a meeting. The Committee will consider all issues and will acknowledge and minute the points raised. If the issue is raised in person, the member of the public may be asked to leave the meeting to allow free discussion of the points they have raised.
11. The Treasurer is responsible for keeping account of all income and expenditure and ensuring the accounts are kept in line with the requirements of the Committee and the Charities Commission. Finances will be discussed as an agenda item at each meeting and annual income and expenditure accounts will be produced and agreed by the Committee; these will be verified by an independent examiner nominated by the Committee in line with Charity Commission requirements. The Committee is entitled to receive and keep any donations or property gifted to the Charity.
12. Any income received goes towards the maintenance and development of the Clubroom with any surplus being invested for future use. The decision on how much to invest and where to invest it lies with the Committee.

13. Bank accounts are operated in the name of the Committee and withdrawals made on the signature of two of three designated Officers (Chair, Vice-Chair and Treasurer). Bank statements will be sent to both the Chair and Treasurer and presented at the Committee meetings as required. The financial year will run from 1st September to 31st August.
14. The Committee is responsible for agreeing and updating the terms and conditions for the hire of the Clubroom and ensuring that they are explained to all users and are accessible to the public.
15. Amendments to these Rules may be proposed and agreed at the AGM or an Extraordinary General Meeting if required.
16. The Committee is responsible for ensuring that it takes all reasonable steps to maintain the facilities as required under Health and Safety legislation by carrying out regular checks and inspections of the equipment and premises. It is the responsibility of the Committee to ensure that Public Liability insurance is kept up to date.
17. The Committee is responsible for engaging paid employees and for agreeing terms and conditions and job descriptions for those employees. All employees must be provided with a valid and legally binding contract of employment. Any vacancies that arise will be advertised within the community and a fair selection process undertaken.

19th July 2007
updated 3rd January 2009