



CHARITY COMMISSION
FOR ENGLAND AND WALES

Small Charity Constitution Lancashire Association of Village and Community Halls

1 Name

The charity's name is: Lancashire Association of Village and Community Halls

2 The purpose of the charity (Object):

To promote the efficiency and sustainability of charitable village and community halls for the public benefit by supporting associations that manage such halls through research, information sharing, networking opportunities, and the promotion of best practice in governance, compliance, and cost saving measures.

3 Trustees

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

4 Carrying out the purposes

In order to carry out the charitable purposes, the trustees have the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the charity
- (3) co-operate with and support other charities with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes

5 Membership and Voting

The charity shall have a membership. The charity may charge an annual fee for membership.

People who support the work of the charity and are aged 18 or over, can apply to the trustees to become a member, paying any fee, if applicable.

The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

There are two categories of membership – voting and non-voting members.

There can only be one voting member per village hall or community building, apart from trustees of the charity.

Each trustee has one vote.

6 Format of Meetings

Any trustee or members meeting may be held physically, virtually, online or in hybrid form, however is deemed most suitable for the purpose.

7 Annual General Meeting - AGM

- (1) The AGM must be held every year, with 14 days' notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.

- (2) Each voting member and each trustee has one vote.
- (3) The trustees shall present the annual report and accounts.
- (4) Any member may stand for election as a trustee.
- (5) Members shall elect between 3 and 9 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

8 Trustee Meetings

- (1) Trustees must hold at least 2 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.
- (2) At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.
- (5) The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

9 Money and Property

- (1) Money and property must only be used for the charity's purposes.
- (2) The trustees must comply with their obligations under the Charities Act 2011 with regard to:
 - (a) the keeping of accounting records for the charity;
 - (b) the preparation of annual statements of account for the charity;
 - (c) the transmission of the statements of account to the Commission;
 - (d) the preparation of an Annual Report and its transmission to the Commission;
 - (e) the preparation of an Annual Return and its transmission to the Commission.
- (3) Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the trustees are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.
- (4) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.

Money must be held in the charity's bank account.

10 General Meetings

- (1) All members must be given 14 days' notice of any General Meeting and told the reason for the meeting
- (2) Changes to the Constitution - can only be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- (3) Trustees must call a General Meeting if they receive a written request from the majority of members.

- (4) Each voting member and each trustee has one vote.
- (5) All decisions require a simple majority.
- (6) Minutes must be kept.

11 Dissolution

- (1) If the members resolve to dissolve the charity the trustees will remain in office as charity trustees and be responsible for winding up the affairs of the charity in accordance with this clause.
- (2) The trustees must collect in all the assets of the charity and must pay or make provision for all the liabilities of the charity.
- (3) The trustees must apply any remaining property or money:
 - (a) directly for the objects;
 - (b) by transfer to any charity or charities for purposes the same as or similar to the charity;
 - (c) in such other manner as the Charity Commission for England and Wales ('the Commission') may approve in writing in advance.
- (4) The members may pass a resolution before or at the same time as the resolution to dissolve the charity specifying the manner in which the trustees are to apply the remaining property or assets of the charity and the trustees must comply with the resolution if it is consistent with paragraphs (a) – (c) inclusive in sub-clause (3) above.
- (5) In no circumstances shall the net assets of the charity be paid to or distributed among the members of the charity (except to a member that is itself a charity).
- (6) The trustees must notify the Commission promptly that the charity has been dissolved. If the trustees are obliged to send the charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the charity's final accounts.

12 Adoption of Constitution

This constitution was adopted on 25-4-26 by the people whose signatures appear below, who are the trustees at the time.

Signed

Print name and address

E. Murray E. MURRAY 103 PRESTON RD, GRIMSARGH
PR2 5SD

S. Kirkman S. KIRKMAN, 11 BAYLTON DRIVE, CATTERALL, PR30 6E

P. Hunt P. HUNT CLARK HOUSE, CHIPPING, PR3 2GQ

Teresa Taylor TERESA TAYLOR 6 CHATBURN AVE CLITHEROE BB7 2AL

ANNE HUSON ANNE HUSON STONEHILL HOUSE
GRINDLETON
BB7 4QT

S. J. Middleborough S. J. MIDDLEBOROUGH 3 THE HILLS,
GRIMSARGH
PR2 5BF.