

The D'Urberville Centre: An Overview of the New Constitution

The D'Urberville Centre is owned by Wool Parish Council.

It will be leased to the D'Urberville Charitable Trust for a period of.....years at a rent of (TBA)

Wool Parish Council are drafting the lease which will be a separate document

Constitution

The new charity will have a constitution approved by The Charity Commission for England and Wales, thus an individual trustee is not legally liable.

Aims and Objects of the Charitable Trust

The objects of the new charity are to promote the intellectual, social and physical welfare of the inhabitants of Wool irrespective of their race, creed, colour or physical ability: and to provide a range of activities that will improve the condition of life within the community including use for meetings, lectures and classes, and for other forms of recreation and leisure time activities.

Powers of the new charity

The new charity has powers to do anything that furthers these objectives, including borrowing money, acquiring equipment, employing staff and reimbursing trustees if money is paid out within the aims and objectives.

The Board of Trustees is responsible for the strategic planning and principles of The D'Urberville Centre, setting and reporting the budget annually, and complying with current legislation.

Members of the Charitable Trust/ Board of Trustees

The constitution of the new charity requires a maximum of 10 members on the Board of Trustees (5 appointed or ex-officio by the Parish Council plus 5 nominated by the parishioners of Wool Parish at the charity's AGM).

The minimum number of Trustees is 3. All trustees must be over the age of 16 on appointment.

Term of office for Trustees

Each trustee serves a 3 year term of office, with a maximum of 3 terms held consecutively, but may be reappointed after a year away from office. Should a trustee resign or otherwise leave, the remaining members are required to appoint another person to serve for the remainder of that term. A trustee may resign from office (providing this does not mean the remaining number is less than 3) as long as this is in writing. A trustee may be removed from office if absent from meetings for six months without permission from the Board.

A trustee may not be employed by the new charity but may have a properly agreed contract with the new charity to provide services or goods (as long as a majority of trustees do not benefit in this way).

All trustees must declare any interests they have which may impinge on their duties as a trustee, and must always act with integrity in their dealings, acting solely in the interests of the new charity.

Meetings

The minimum notice of any meeting is 14 days, unless a majority of the Trustees agree otherwise in the case of an emergency.

The Trustees meet quarterly to conduct their business and may form committees in order to carry out their aims and objectives. All such committees must include at least one trustee but may include other people at the discretion of the Board.

Any trustee may call a meeting.

An electronic meeting may be held as long as all members of the Board are able to communicate in this way.

Minutes must be taken for all meetings, which must include a list of trustees at the meeting, and any decisions made. All decisions must be taken at properly called meetings of the Board (quorum minimum is 3 trustees), Where appropriate, minutes must include reasons for those decisions.

At the first meeting of the Board after the AGM, the Chairman of the Board will be appointed for the forthcoming year.

Annual General Meeting

The Trustees must hold an Annual Meeting to which all inhabitants of Wool Parish are invited. This is the meeting at which elected trustees are appointed. Notice of this meeting must be in writing, one month before the meeting and notices placed in public places. If there are trustees to be appointed, the notice must make this plain and inform parishioners how nominations may be made.

The chairman of the AGM does not need to be the current chairman of the Trustees.

Centre Management Committee

The trustees have agreed the appointment of a Centre Management Committee to manage the day to day running of the Centre.

The CMC has a maximum of 8 members drawn from the Trustees, representatives of the Centre users and members from Wool parishioners elected at the Committee's AGM. The minimum number of CMC members is 3.

Each CMC member serves a 3-year term of office. Should one resign or otherwise leave, the remaining members may appoint another person to serve for the remainder of the term.

The CMC has a "hands on" approach to its work and meets monthly.

The specific responsibilities of the Centre Management Committee (CMC) are to ensure the maintenance and repair of the Centre: ensure adherence to Health and Safety requirements: deal with complaints and issues with hirers and visitors: consider and suggest medium and long

term development opportunities: fund raising: implement agreed projects: actively promote the services offered by the Centre and liaise with the users of the Centre.

User Group

There is also a User Group which meets monthly on an informal basis. The group is made up of any persons, over the age of 16, who use the Centre. The chairman and convener of the User Group is the chairman of the CMC. Any issues raised by the User Group will go to the CMC initially to be dealt with and to the Trustees where necessary.

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