



# Horndon on the Hill Village Hall

## Constitution

Charity Number: 274903

Date of Constitution: 12th November 2025

1. **Name** The charity is called Horndon on the Hill Charity.
2. **Principal Office** Located in England, at:  
Horndon on the Hill, High Road, Horndon on the Hill, Essex.
3. **Purpose** To run and maintain the village hall and provide facilities for recreation, leisure, and community activities for everyone in the parish of Horndon on the Hill — without discrimination.
4. **Powers** To achieve its aims, the charity may:
  - Work with local groups and authorities.
  - Support and promote community organisations.
  - Hold events, classes, and activities.
  - Raise money and employ staff.
  - Trustees should seek three quotes for major work where practical.
5. **Use of Funds** All income and property must be used for the charity's aims. Trustees may be reimbursed for reasonable expenses and covered by insurance, if agreed at a committee meeting.
6. **Trustees' Benefits** Trustees (or connected persons) may only receive payment or benefits if allowed by this constitution or approved by the Charity Commission. Payments must be fair and properly agreed.
7. **Conflicts of Interest** Trustees must declare any personal interest and not take part in related decisions.
8. **Members' Liability** Members (the trustees) are not personally liable if the charity is wound up.
9. **Trustees** Current trustees:  
Allison Axten, Nell Edwards, Kim Towlson, Mel Devonshire, Graham Hodgson
  - Minimum of three trustees; no maximum.
  - Must be 16 or older.
  - Appointed, elected, or co-opted as agreed by trustees.
  - Act in good faith and with reasonable care.
  - New trustees are given this constitution and the latest reports.
10. **Retirement or Removal** Trustees step down at each AGM but can be re-elected. They may also leave by resigning, being absent long-term, becoming unfit, or by resolution.
11. **Trustee Decisions** Made at meetings or by written agreement. Passed by a simple majority.
12. **Delegation** Trustees may form committees, which must include at least one trustee. Committees must report back and work within agreed budgets.

**13. Trustee Meetings** Any trustee can call a meeting. Quorum: three trustees. The Chair has a casting vote if tied.

**14. Membership** Trustees are also the members. Membership ends when trusteeship ends.

**15. General Meetings & AGM** The AGM is held every year (first within 18 months of registration). Major decisions (e.g. constitution changes, dissolution) need 75% agreement. Local residents (aged 18+) may attend the AGM and vote for trustees. Public notice is given 14 days before the meeting.

**16. Meeting Notices** At least 14 clear days' notice is required by email, post, or public noticeboard. The notice must state the date, time, place, and business.

**17. General Meeting Rules** Quorum: three members. If not enough are present, the meeting is rescheduled. The Chair leads; if absent, the Vice Chair will chair the meeting. Decisions are made by show of hands (or poll if requested).

**18. Member Decisions** Made at meetings or by written vote. Major changes need 75% support.

**19. Signing Documents** Valid if signed by two trustees.

**21. Records** A register of trustees and members will be kept and made available as required by law.

**22. Minutes** Trustees will keep minutes of all meetings, decisions, trustee appointments, and important discussions.

**23. Accounts & Reporting** Proper accounts must be kept. Annual reports and returns are sent to the Charity Commission within 10 months of the financial year end. Any changes to charity details must be reported within 28 days.

**24. Rules** Trustees may set extra rules for running the hall, as long as they don't conflict with this constitution.

**25. Disputes** Disagreements should be resolved through mediation before any legal action.

**26. Changes to the Constitution** Requires 75% majority at a general meeting or unanimous agreement. Some sections need Charity Commission approval.

**27. Dissolution** If the charity is closed:

- All debts are paid first.
- Remaining assets go to another similar local charity.
- The Charity Commission must be notified.

**28. Interpretation** Terms follow the Charities Act 1993 and relevant regulations.

Signed and dated: 12<sup>th</sup> November 2025

Nell Edwards *Nell Edwards*

Agreed by the committee December 2025