

Sealed 30th June 1998

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County - Dorset
Parish - Worth Matravers
Charity - Worth Matravers
Village Hall

CD(T)
301,207

Scheme including appointment of
Trustees

CHARITY COMMISSION

In the matter of the Charity known as Worth Matravers Village Hall, in the Parish of
Worth Matravers in the County of Dorset, regulated by a trust deed dated the
30th January 1950; and
In the matter of the Charities Act 1993.

THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES HEREBY
ORDER that the following Scheme be approved and established as the Scheme for the
regulation of the above-mentioned Charity:-

S C H E M E

1. Administration of Charity. (1) The above-mentioned Charity and the property
thereof specified in the schedule hereto and all other the property (if any) of the Charity shall
be administered and managed in conformity with the provisions of this Scheme by the
Committee of Management hereinafter constituted as the charity trustees thereof:

(2) Provided that until the end of the first annual general meeting to be held as
hereinafter provided after the date of this Scheme the Charity shall be administered by the
existing Trustees of the Charity subject to and in accordance with the provisions of the
Scheme.

2. Investment of cash. All sums of cash now or at any time belonging to the Charity,
other than sums of cash needed for immediate working purposes, shall be invested in trust for
the Charity.

3. Object of Charity. (1) The object of the Charity shall be the provision and maintenance of a village hall for the use of the inhabitants of the Village of Worth Matravers (hereinafter called "the area of benefit") without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

(2) The Trustees shall give priority use of the premises on Sundays for use as a Church of England Sunday School free of charge, except for the cost of lighting, heating and cleaning.

(3) The said land and building shall be held upon trust for the purposes of a village hall as aforesaid.

COMMITTEE OF MANAGEMENT

4. Constitution. (1) Subject as hereinafter provided, the Committee of Management (hereinafter referred to as the Committee) shall consist when complete of 13 persons (hereinafter referred to as Members) being

Six Elected Members, and
Seven Representative Members.

(2) The term of office of all members will end at the end of the annual general meeting following the date on which they came into office. They may be re-elected or re-appointed.

5. Elected Members. Subject as hereinafter provided for casual vacancies, the Elected Members shall be appointed at the annual general meeting to be held as hereinafter provided and shall hold office from the end of the annual general meeting at which they are appointed.

6. Representative Members. (1) One representative Member shall be appointed by each of the following organisations:

Worth Matravers Parish Council;
Parochial Church Council of the Ecclesiastical Parish of Worth Matravers;
Worth Matravers Afternoon Club;
Worth Matravers Keep Fit Club;
Worth Matravers Recreation Club;
Worth Matravers Weekly Coffee Morning; and
Worth Matravers Whist Group.

(2) Each organisation shall notify the name of each person appointed by it to the secretary of the Committee.

(3) The appointment of a Representative Member may be made not more than one month before the annual general meeting and the term of office of a Representative Member so appointed shall commence at the end of that meeting.

(4) If an organisation entitled to appoint a Representative Member fails to do so within the said period of one month before the annual general meeting the appointment shall be made as soon as practicable after that meeting. The term of office of a Representative Member so appointed and of a Representative Member appointed to fill a casual vacancy shall commence on the day on which notification is received by the said secretary.

7. Co-opted Member. The Committee may appoint if they think fit not more than two Co-opted Members. Each appointment of a Co-opted Member shall be made at a meeting of the Committee to take effect from the date of that meeting.

8. Determination of Trusteeship. A Committee Member shall cease to be a Member if he or she:

- (1) is disqualified from acting as a Member by virtue of section 72 of the Charities Act 1993; or
- (2) becomes incapable (in the opinion of the Members) by reason of illness, injury or mental disorder of managing his or her own affairs; or
- (3) is absent without the permission of the Members from all their meetings held within a period of six months and the Trustees resolve that his or her office be vacated; or
- (4) gives not less than one month's notice in writing of his or her intention to resign.

9. Additional Representative Members. The Committee shall have power by a resolution passed at a duly constituted meeting by the votes of not less than two-thirds of the Members for the time being to allow the appointment of an additional Representative Member by any organisation in the area of benefit not already named in this Scheme.

10. Casual vacancies. (1) Upon the occurrence of a casual vacancy the Committee shall cause a note thereof to be entered in their minute book at their next meeting and in the case of a vacancy in the office of Representative Member shall cause notice thereof to be given as soon as possible to the organisation entitled to fill the vacancy.

(2) A casual vacancy in the office of Elected Member may be filled at a meeting of the Committee to take effect from the date of that meeting.

11. Failure to appoint. The proceedings of the Committee shall not be invalidated by any vacancy among its Members or by any failure to appoint or any defect in the appointment or qualification of a Member.

12. Declaration by Members. No person shall be entitled to act as a Member whether on a first or on any subsequent entry into office until after signing in the minute book of the Committee a declaration of acceptance and of willingness to act in the trusts of this Scheme.

13. Members not to be personally interested. Except in special circumstances with the approval in writing of the Commissioners no Member shall take or hold any interest in any property belonging to the Charity otherwise than as a trustee for the purposes thereof, or receive any remuneration, or be interested in the supply of work or goods, at the cost of the Charity.

MEETINGS AND PROCEEDINGS OF THE COMMITTEE

14. Meetings of the Committee. The Committee shall hold at least two ordinary meetings in each year. A special meeting may be summoned at any time by the Chairman or by any two Members upon seven clear days' notice being given to all the other Members of the matters to be discussed.

15. Chairman. (1) At the first meeting in each year after the annual general meeting the Committee shall elect one of their number to be Chairman of their meetings until the commencement of the first meeting after the annual general meeting in the following year and may also elect one of their number to be vice-Chairman. The Chairman and vice-Chairman shall always be eligible for re-election.

(2) If the Chairman and vice-Chairman (if any) are absent from any meeting of the Committee the Members present shall choose one of their number to be Chairman of the meeting before any other business is transacted.

16. Voting. Except as hereinbefore provided every matter shall be determined by the majority of votes of the Members present and voting on the question but in the case of equality of votes the Chairman of the meeting shall have a second or casting vote.

MINUTES, ACCOUNTS AND ANNUAL REPORT

17. Minutes. The Committee shall keep, in books maintained for the purpose, minutes of the proceedings of their meetings.

18. Accounts and annual report. The Committee shall comply with their obligations under Part VI of the Charities Act 1993 with regard to:

- (1) the keeping of accounting records for the Charity;
- (2) the preparation of annual accounts for the Charity;
- (3) the preparation of an annual report;
- (4) where applicable the auditing or independent examination of the statements of account of the Charity;

- (5) where applicable the transmission of the statements of account of the Charity to the Commissioners.

19. Annual return. The Committee shall, where applicable, comply with its obligations under the Charities Act 1993 with regard to the preparation of an annual return and its transmission to the Commissioners.

RULES

20. Rules. Within the limits prescribed by this Scheme the Committee may from time to time make and alter rules for the conduct of their business and for the summoning and conduct of their meetings and in particular with reference to:

- (1) The terms and conditions upon which the said buildings may be used for the purposes specified in the Scheme by persons or bodies other than the Committee and the sum (if any) to be paid for such use.
- (2) The appointment of an auditor, treasurer and such other unpaid officers as the Committee may consider necessary and the fixing of their respective terms of office.
- (3) The engagement and dismissal of such paid officers and servants as the Committee may consider necessary.
- (4) The number of Members who shall form a quorum at meetings of the Committee, provided that the number of Members who shall form a quorum shall not be less than one-third of the total number of Members for the time being.

INSURANCE

21. Insurance. The Committee shall insure the said building and the furniture and effects therein to the full value thereof against fire and other usual risks arising out of the ownership of property and the employment of persons.

APPLICATION OF INCOME

22. Receipts and expenditure. (1) The income of the Charity including all payments for the use of the said building and all donations for the benefit thereof shall be paid into a trust account at such bank as the Committee shall from time to time prescribe.

(2) The moneys standing to the credit of the said account shall be applied as the Committee shall decide in insuring as aforesaid, in maintaining and repairing the said building and the furniture and effects therein and in paying all rent (if any), rates, taxes, salaries of paid officers and servants and other outgoings and in otherwise furthering the object of the Charity.

23. Surplus cash. Sums of cash at any time belonging to the Charity not needed for immediate working purposes shall be invested in trust for the Charity.

24. Borrowing. The Committee may borrow money upon such terms as they think fit and may mortgage the whole or any part of the property of the Charity as security for the money borrowed subject nevertheless to complying with the restrictions on mortgaging imposed by section 38 of the Charities Act 1993.

ANNUAL GENERAL MEETING

25. Annual general meeting. (1) There shall be an annual general meeting in connection with the Charity which shall be held in the month of April in each year or as soon as practicable thereafter.

(2) All inhabitants of the area of benefit listed on the Electoral Roll shall be entitled to attend and vote at the annual general meeting.

(3) The first annual general meeting after the date of this Scheme shall be convened by the existing Trustees of the Charity every subsequent annual general meeting shall be convened by the Committee.

(4) Public notice of every annual general meeting shall be given in the area of benefit at least 14 days before the date thereof.

(5) Before any other business is transacted at the first annual general meeting after the date of this Scheme, the persons present thereat shall appoint a Chairman of the meeting. The Chairman of subsequent annual general meetings shall be the Chairman for the time being of the Committee, but if he or she is not present, before any other business is transacted, the persons present shall appoint a Chairman of the meeting.

(6) The Committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.

LETTING AND SALE

26. Letting. (1) Subject to the provisions of this clause, the Committee may let any part of the land belonging to the Charity which is not required for use for the object of the Charity.

(2) The letting must not unduly interfere with the use of the remaining land for the object of the Charity.

(3) The Committee must comply with the restrictions on disposal imposed by Section 36 of the Charities Act 1993, unless the lease is excepted from the restrictions under Section 36(9)(b) or (c) or Section 36(10) of that Act.

27. Sale. (1) Subject to the provisions of this clause, the Committee may sell any part of the said land and buildings, and may do and execute all proper acts and assurances for carrying any such sale into effect.

(2) The Committee may only sell the land if -

- (a) The Committee decides that on the grounds of expense or otherwise, it is necessary or advisable to discontinue the use of the land for the object of the Charity; and
- (b) the decision to sell is confirmed by a resolution passed at a meeting of the inhabitants of the area of benefit of 18 years and upward. At least 14 days notice of the meeting, setting out the terms of the resolution proposed, must be given.

(3) The Committee must comply with the restrictions on disposal imposed by Section 36 of the Charities Act 1993, unless the sale is excepted from the restrictions under Section 36(9)(b) or (c) or Section 36(10) of that Act.

28. Proceeds of sale. (1) Unless the Commissioners otherwise direct the clear proceeds of any such sale as aforesaid shall be invested in trust for the Charity.

(2) Thereafter, the Committee shall apply the clear income and subject to the approval of the Commissioners the property of the Charity in furthering the object of the Charity or for such other charitable purposes for the general benefit of the inhabitants of the area of benefit as the Committee think fit.

GENERAL PROVISIONS

29. Donations. The Committee may accept any donations or property for the general purposes of the Charity and they may also accept donations or property for any special objects connected with the Charity not inconsistent with the provisions of this Scheme.

30. Power of amendment. (1) Subject to the provisions of this clause, the Committee may amend the provisions of this Scheme.

(2) Any amendment must be made under the authority of a resolution passed at the annual general meeting. The notice of the meeting must include notice of the resolution, setting out the terms of the amendment proposed.

(3) The Committee must not make any amendment which would:

- (a) vary this clause;
- (b) vary clause 3 (Objects), clause 24 (Borrowing), clause 26 (Letting), clause 27 (Sale) and clause 28 (Proceeds of Sale) of this Scheme;
- (c) confer a power to dissolve the Charity;

(d) enable them to spend the permanent endowment of the Charity.

(4) The Committee must obtain the prior written approval of the Commissioners to any amendment which would:

- (a) vary the power for the remuneration of Members in clause 13 of this Scheme;
- (b) vary the Committees' power of investment.

(5) The Committee must:

- (a) promptly send to the Commissioners a copy of any amendment made under this clause; and
- (b) keep a copy of any such amendment with this Scheme.

31. Questions under Scheme. Any question as to the construction of this Scheme or as to the regularity or the validity of any acts done or about to be done under this Scheme shall be determined by the Commissioners upon such application made to them for the purpose as they think sufficient.

SCHEDULE

Land at Worth Matravers in the County of Dorset, with the buildings thereon now known as Worth Matravers Village Hall and School House, comprised in a Conveyance dated the 30th January 1950, made between The Reverend Benjamin Ewart Payne and two others of the first part, Dudley Claud Douglas Ryder of the second part, the said Dudley Claud Douglas Ryder and two others of the third part and Percival Frank Wallace and two others of the fourth part and recorded in the books of the Ministry of Education pursuant to the provisions of Section 29(4) of the Settled Land Act, 1925 as applied by Article 3 of the Minister of Education (Transfer of Functions) Order, 1949, and vested in the Official Custodian for Charities by an Order dated 18th August 1950.

Sealed by Order of the Commissioners this 30th day of June 1998.