

CONSTITUTION OF
REMENHAM PARISH HALL

1. The Title to Remenham Parish Hall and its surrounding land is held by the Oxford Diocesan Board of Finance, as Custodian Trustee. The Parochial Church Council of the Parish Church of Saint Nicholas, Remenham, ('the P.C.C.') is the Managing Trustee. [Parochial Church Councils (Powers) Measure 1956, Incumbents and Churchwardens (Trust) Measure 1964].
2. The Remenham Parish Hall Committee ('the Committee') is a sub-committee of the P.C.C.
3. The Rector of the Parish (or of the United Benefice which includes the parish of Remenham) shall be an ex-officio member, but shall not necessarily be the Chairman, of the Committee. The Parochial Church Council Treasurer shall also be the Parish Hall Committee Treasurer.
4. The Annual Parochial Church Meeting shall elect, representing the P.C.C., four members of the Committee every three years. Anyone so elected may stand for re-election at the end of his or her (first) term of office. The P.C.C. Treasurer shall be one of those four, and shall remain an elected member of the Parish Hall Committee until he or she relinquishes the P.C.C. Treasurer's position.
5. A further five members of the Parish Hall Committee shall be co-opted by the Annual Parochial Church Meeting on the recommendation of the Committee. Two or more co-opted members shall reside within the ecclesiastical and/or civil parish of Remenham.

6. At the first meeting of the Committee after the Annual Parochial Church Meeting (effectively the first Committee meeting on or after May 1st) each year, the Committee shall elect a Chairman and a Secretary from amongst their number.
7. The Committee shall have power to co-opt a maximum of a further three members in any year. Such Co-opted members shall not have the right to vote at Committee meetings, but may otherwise play a full part in such meetings.
8. The Committee shall meet not less than three times each year, and shall submit a report of its proceedings, formally, to the P.C.C., after each of its meetings. The minutes of the meetings will suffice as such a report and should be sent to the Secretary to the P.C.C. within twenty-eight days of the Committee meeting.
9. The Powers and Duties of the Committee are:
 1. to manage the Hall on a day-to-day basis, including:
 - i) the hiring of the Hall and fixing the annual rate of fees.
 - ii) the maintenance, cleaning, gardening and decoration, both internal and external of the Hall and its environs and the production of a schedule of major and minor maintenance tasks planned.
 - iii) the payment of all invoices and bills for the above, and for the utilities supplied to the Hall.
 - iv) the obtaining of any Licences necessary for any functions in the Hall.

2. to collect the fees for hiring and to pay the expenses for the Hall.
 3. to maintain a separate bank account(s) and account records, which should be submitted to the Parochial Church Council which will be included in the P.C.C. accounts at each year end (December 31st). Such accounts will be audited, along with the church's accounts and shall form a separate part of the P.C.C. Accounts for the year. The Committee must provide such documentation and records as are required by the auditor or examiner.
 4. to agree with the Parochial Church Council from time to time a limit on the financial reserves which should be held in the Hall accounts, with due regard to any major or minor alterations or maintenance planned in accordance with the schedule produced under paragraph 9.1.ii above. Any monies surplus to the requirements of the schedule shall be transferred to the P.C.C. account by the end of November in each calendar year.
10. The P.C.C. shall be liable for all matters of insurance in connection with the Hall; any insurance policies deemed necessary shall be a charge upon the Hall accounts. No personal liability shall fall upon any member of the Committee excepting in cases of gross negligence.
11. The P.C.C. shall have power to overrule any substantive decision taken by the Committee and shall accept any financial consequences of such action.
12. If the Committee and the P.C.C. cannot agree on any matter pertaining to the Hall, the matter shall be placed before the Diocesan Board of Finance or its appointed officer for arbitration and, if necessary, final decision.

13. The Committee may request that the P.C.C. make any alteration to this Constitution if such alteration shall have been passed by a simple majority at a meeting of the Committee held after every member has been given at least fourteen days' notice. The P.C.C. shall similarly accept or decline the request after voting on the matter by a simple majority. Any such accepted alteration shall be reported to the Annual Parochial Church Meeting following and shall not take effect until immediately after that Annual Meeting, unless the P.C.C. shall decide that such alteration is necessary for the good administration of the Hall.

14. The Committee shall have power to appoint a sub-committee to deal with any individual matter of concern. Such sub-committee must report back to the Committee and no recommendation of such sub-committee shall take effect until the Committee has approved it.

15. If the Committee decides that the Hall should be wound up, the matter must be passed to the P.C.C., who must in turn refer to the Diocesan Board of Finance in any decisions taken and recommendations made.