

Sealed 13th November 1979

451(S)
79.

County - Essex.
Place - Little Waltham.
Charities - 1. Little Waltham War
Memorial Hall.
2. George Bedford.

L5.
274,186 A/1.

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Scheme including appointment
of Trustees.

C H A R I T Y C O M M I S S I O N .

In the matter of the following Charities, at
Little Waltham, in the County of Essex:-

1. The Charity known as the Little
Waltham War Memorial Hall, comprised
in a conveyance dated the 23rd April
1930;
2. The Charity of George Bedford for the
upkeep of the said hall, founded by
will proved at Exeter on the
10th January 1957; and

In the matter of the Charities Act, 1960.

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 Charities:-

S C H E M E .

1. Administration of Charities. - The above-mentioned
Charities and the property thereof specified in the
schedule hereto and all other the property (if any) of the
Charities shall be administered and managed together as one
Charity under the title of the Little Waltham War Memorial
Hall (hereinafter referred to as the Charity) in conformity
with the provisions of this Scheme.

T R U S T E E S .

2. Trustees. - (1) 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 Little Waltham Parish Council, the existing Trustee
of the Charity.

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(2) From and after the end of the said meeting -

- (a) the said council shall be the Custodian Trustee of the Charity and the said council in whom as Trustee of the Charity the property specified in the said schedule is vested shall hold the said property as such Custodian Trustee as aforesaid.
- (b) the Charity shall be administered by the Committee of Management hereinafter constituted who shall be the Managing Trustees of the Charity as the charity trustees thereof within the meaning of section 46 of the Charities Act, 1960.

OBJECT.

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 Parish of Little Waltham and the neighbourhood thereof (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 land and building specified in the said schedule shall be held upon trust for the purposes of a village hall as aforesaid.

COMMITTEE OF MANAGEMENT.

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

Eight Elected Members and
Twenty Representative Members.

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:

The Little Waltham Parish Council,
The Little Waltham St. Martins Parochial
Church Council,
The Little Waltham Chelmer Residents
Association,
The Little Waltham Children's Book Club,
The Little Waltham Cricket Club,
The Little Waltham Drama Group,
The Little Waltham Football Club,
The Friends of Little Waltham Primary School,
The Little Waltham Girl Guides,
The Little Waltham Good Companions,
The Little Waltham Play Group,
The Little Waltham branch of the Royal
British Legion,
The St. Martins Guild,
The Little Waltham Brownie Guides,
The Little Waltham Cub Scouts,
The Little Waltham Sports and Social Club,
The Trefoil Guild,
The Little Waltham United Reformed Church,
The Little Waltham Women's Institute, and
The Little Waltham Women's Royal British
Legion.

(2) Each organisation shall notify the name of the 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-optative Members. - The Committee may appoint if they think fit not more than two Co-optative Members. Each appointment of a Co-optative Member shall be made at a meeting of the Committee to take effect from the date of that meeting.

8. Termination of membership. - (1) Any Member who is adjudged bankrupt or makes a composition or arrangement with his or her creditors or who is incapacitated from acting or who communicates in writing to the Committee a wish to resign shall thereupon cease to be a Member.

(2) All the Members shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.

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.

*(full committee
not quorum)*

10. Alteration of constitution of Committee. - The constitution of the Committee as hereinbefore provided may on the application of the Committee be altered from time to time by Order of the Charity Commissioners.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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 shall choose one of their number to be chairman of the meeting before any other business is transacted.

17. 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 case of equality of votes the chairman of the meeting shall have a second or casting vote.

18. Minutes and accounts. - A minute book and books of account shall be provided and kept by the Committee.

19. 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 building may be used for the purposes specified in this 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; and

(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.

20. 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 and shall suitably insure against risks arising out of the ownership of the property.

APPLICATION OF INCOME.

21. 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.

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

ANNUAL GENERAL MEETING.

23. Annual general meeting. - (1) There shall be an annual general meeting in connexion with the Charity which shall be held in the month of June in each year or as soon as practicable thereafter.

(2) All inhabitants of the area of benefit of 18 years of age and upward shall be entitled to attend and vote at the annual general meeting.

(3) The first annual general meeting shall be convened by the existing Trustee of the Charity and 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.

GENERAL PROVISIONS.

24. 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.

25. 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.

S C H E D U L E.

Charity numbered 1 above.

Land containing 1,000 square yards or thereabouts at Little Waltham in the County of Essex with the building situate thereon known as the Little Waltham War Memorial Hall and being the land comprised in the above-mentioned conveyance dated the 23rd April 1930 and made between Nevill Arthur Charles de Hirzel Tufnell of the one part and William Percy Newport Ridley and four others of the other part.

£526.13 cash on deposit account at the High Street, Chelmsford branch of Barclays Bank Limited.

£85.63 cash on current account at the said branch of the said bank.

Charity numbered 2 above.

£784.16 3½% War Stock standing in the name of the Little Waltham Parish Council.

This schedule is made up to the 23rd October 1979.

Sealed by Order of the Commissioners this 13th day
of November 1979.