

Sealed 26th February 1993

Royal County - Berkshire
Parish - Old Windsor
Charity - The Old Windsor
Memorial Hall

Adjudged not chargeable
with stamp duty

Scheme including the appointment of
Trustees

CHARITY COMMISSION

In the matter of the Charity called The Old Windsor Memorial Hall, in the Parish of Old Windsor, in the Royal County of Berkshire, regulated by declaration of trust dated the 11th November 1949 as varied or affected by a Scheme made by the Minister of Education on 13th July 1955; 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 Charity:-

SCHEME

1. Administration of Charity. The above-mentioned Charity and the property thereof specified in the schedule hereto and all other property (if any) of the Charity shall be administered and managed subject to and in accordance with the provisions of this Scheme.

TRUSTEES

2. Trustees and vesting.

(1) Old Windsor Parish Council shall be the Custodian Trustee of the Charity.
(2) The said Council in whom as Trustee the land with the buildings thereon specified in the said schedule is vested shall hold the said land and buildings as Custodian Trustee as aforesaid.

(3) Until the end of the first annual general meeting to be held as hereinafter

provided the existing Committee of Management of the Charity as the date of this Scheme shall be the Managing Trustees of the Charity as the charity trustees thereof within the meaning of section 46 of the Charities Act 1960, but from and after the end of that meeting the Committee of Management hereinafter constituted shall be the Managing Trustees of the Charity as the charity trustees as aforesaid.

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 Old Windsor (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 said land and buildings 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 Members) being

Two Elected Members and
Twenty-six 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) Five Representative Members shall be appointed by the Old Windsor Parish Council.

(2) One Representative Member shall be appointed by each of the following organisations:

Old Windsor Parochial Church Council

Darby and Joan Club
East Berkshire Conservative Association, Old Windsor Branch
Friends of Guiding
Memorial Hall Playgroup
Old Windsor Angling Club
Old Windsor Carnival
Old Windsor Day Centre
Old Windsor Flower Club
Old Windsor Gardening Association
Old Windsor Girl Guides
Old Windsor Labour Party
Old Windsor Ladies Social Club
Old Windsor Mother and Baby Club
Old Windsor Residents and Ratepayers Association
Old Windsor Women's Institute
Peters Players
Riverside Players
United Churches Action Group
Windsor and District Theatre Organ Trust
7th Windsor (Old Windsor) Scouts

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

(4) 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 beginning of that meeting.

(5) 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 possible 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 Members. The Committee may appoint if they think fit not more than six 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. Termination of membership.

(1) Any Member who is adjudged bankrupt or makes a composition or arrangement with his 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 present and voting to allow the appointment of an additional Representative Member by any organisation in the area of benefit not already named in this Scheme.

10. Alteration to 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 Commission.

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 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 day' clear 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 appointment of a chairman at 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.

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 the 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 land and 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; 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.

20. Sub-Committees. The Committee from time to time may appoint as many sub-Committees as they think fit for the proper administration and management of the Charity. Any sub-Committee so appointed may act if so empowered by the Committee without reference to the Committee but all acts and proceedings of sub-Committees shall be reported in due course to the Committee for confirmation.

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.

ANNUAL GENERAL MEETING

24. Annual general meeting.

(1) There shall be an annual general meeting to be called the Foundation Meeting or such other name as the Committee may from time to time decide, 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 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 Committee of Management 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 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.

LEASE, LETTING AND SALE

25. Lease. The Committee may grant within one year of the date of the Scheme to the Executive Committee of the Charity called Old Windsor Day Centre, at Old Windsor, in the Royal County of Berkshire, a lease of such part of the said land and buildings as they think fit subject to the condition that the use of the remainder of the said land and buildings for the object of the Charity shall not be unduly interfered with for a term of 199 years at the yearly rent of £1.00.

26. Letting. Subject as aforesaid, the Committee may let any other part of the said land and building not for the time being required for use for the said object subject to such consents as are required by law.

27. Sale. If at any time the Committee decide that on the grounds of expense or otherwise it is necessary or advisable to discontinue the use of the whole or part of the said land and buildings for the purposes of a village hall, and that decision is confirmed by a resolution passed by a majority of the inhabitants of the area of benefit or 18 years of age and upward attending and voting at a meeting of which public notice has been given in the area of benefit at least 14 days before the date thereof, the Committee may subject to such consents as are required by law sell the said land and buildings or any part thereof and may do and execute all proper acts and assurances for carrying any such sale into effect.

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.

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 object connected with the Charity not inconsistent with the provisions of the Scheme.

30. Questions under Scheme. Any question as to the construction of this Scheme or as to the regularity or the validity of 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 containing 2.02 acres or thereabouts at Old Windsor, in the Royal County of Berkshire, being part of the land numbered 7300 on the Ordnance Survey Map (1971 edition) with the buildings thereon called the Old Windsor Memorial Hall being the land comprised in the above-mentioned declaration of trust dated the 11th November 1949 and made by Michael Lawrence Bateman and four others.

Sealed by Order of the Commissioners this 26th day of February 1993