

**CONSTITUTION AND RULES OF LITTLE BERKHAMSTED RECREATION COMMITTEE**  
**(as adopted at the Annual General Meeting held in November 2003**  
**and amended in November 2007)**

**1. Responsibilities of the Recreation Committee and Relationship with Little Berkhamsted Parish Council**

a) The Little Berkhamsted Recreation Committee was constituted in 1938 to work in conjunction with the Parish Council to ensure that the Village Hall with the adjoining Cottage and the Recreation Field ( "the Parish Properties" ), which had been given to the Parish Council by a local benefactor in the previous year, were properly used and maintained for the benefit of the Parish.

b) The Parish Council is responsible for the upkeep, maintenance and protection of the Parish Properties vested in it.

c) The Parish Council has agreed with the Recreation Committee ( "the Committee" ) that the Committee will have responsibility for the day-to-day running of the Village Hall. Accordingly, the Committee will receive the proceeds of hiring out the Hall and will pay all the occupancy expenses, including rates; water and electricity charges; and cleaning costs.

d) The Committee also has responsibility for the organisation of fund-raising and social events within the Parish and for using the proceeds of such events for the benefit of the Parish. As a consequence, the Committee is the custodian of public funds and is responsible to the residents of the Parish for the proper control and use of the funds in its possession

e) The Committee is not a sub-committee of the Parish Council and, subject to Clauses 4 and 6 of this Constitution, matters within the remit of the Committee can be determined by the Committee without subsequent approval from the Parish Council. The Committee by virtue of its role shares with the Parish Council responsibility for the upkeep and maintenance of the Parish Properties. Accordingly, close and regular consultation between the Committee and the Parish Council is essential on all matters relating to this shared responsibility and the upkeep and maintenance of the Parish Properties is a first call on the Committee's funds.

f) After meeting its obligations towards the Parish Properties, the Committee has discretion as to the use of its funds, including the proceeds from fund-raising and social events within the Parish such as the village fete, for the benefit of the Parish. It may resolve to make donations to other Parish Organisations; to distribute gifts to the elderly or other deserving groups on suitable occasions or to mark special events; and to provide funds for any other purpose or scheme which the Committee members agree is for the benefit of the Parish.

**2. Composition of the Committee**

a) The Committee shall consist of five members elected from the residents of the Parish ( "the Community members" ), two members appointed from the Parish Council and other members nominated at the invitation of the Committee to represent Parish Organisations. As at November 2007 two such Organisations are represented on the Committee: the Parochial Church Council and the Cricket Club.

b) The five Community members shall be elected at the Annual General Meeting ( "the AGM" ) of the Committee for a three year term and are eligible to serve for additional terms. All

residents of the Parish attending the AGM shall be entitled to vote in the election of Community members.

c) In the event of a Community member vacancy arising during a year, the Committee may co-opt a replacement until the next AGM at which time the vacancy shall be filled by an election at which the co-opted member will be eligible to stand.

d) The Committee members appointed to represent the Parish Council and Parish Organisations may designate alternates who can attend meetings of the Committee in their place.

e) If a Community member fails throughout a period of six consecutive months during which one or more meetings of the Committee are convened to attend any such meeting, he or she ceases to be a member of the Committee unless the failure to attend was due to a reason approved by the Committee [ *new sub-clause proposed and adopted at November 2007 AGM* ].

### 3. Officers of the Committee

a) The Officers of the Committee shall comprise the Chairman, Secretary and Treasurer and such other positions as may be designated by the Committee. The Officers shall be elected by the Committee at the AGM to serve until the next AGM and are eligible for re-election by the Committee for further terms. Members of the public attending the AGM are not entitled to vote in the election of Officers.

b) If a vacancy in the position of an Officer arises during the year, the Committee shall elect a replacement to serve until the next AGM.

### 4. Meetings

a) The Committee shall hold an AGM in November of each year. Other meetings shall be held as required. The quorum for a meeting shall be a majority of the Committee's total membership at the time.

b) The Chairman may convene a meeting at any time and must also do so if requested by any two other Committee members. At least seven days' notice of a meeting must be given to each Committee member and must be displayed on the notice board opposite the Village Hall.

c) Meetings of the Committee shall be open to all the residents of the Parish except where the members of the Committee present at the meeting unanimously agree that the public should be excluded because of the confidential nature of the business to be transacted. Members of the public shall be entitled to speak at the AGM but shall have no right to speak at other meetings unless invited to do so by the Committee.

d) Resolutions on matters to be decided may be proposed by any member of the Committee and a seconder shall be required. Voting shall be by show of hands and decided by a majority of Committee members present and voting. In the case of an equal division of votes, the Chairman shall have a second and casting vote.

e) Minutes of meetings shall be prepared. The Chairman shall sign the minutes at the same or the next meeting.

## 5. Finance

- a) The Treasurer shall submit to each AGM of the Committee a statement of the receipts and payments of the Committee since the last AGM and of the amount of cash and other assets held by the Committee.
- b) The Committee shall ensure that adequate accounting records have been kept and that all receipts and payments are properly supported and approved by arranging for a review of the accounts to be made at the end of each year by a resident of the Parish with appropriate expertise (who may be a Committee member) or by appointing an independent examiner or auditor to report on the accounts.
- c) The Chairman shall have the discretion to authorise payments from the Committee's funds of up to a total of £250 annually with the written agreement of two other Committee members. Otherwise approval of payments shall be the responsibility of the full Committee and payments shall only be made after consideration at a properly convened meeting of the Committee.
- d) The Committee may authorise the reimbursement from its funds to the Chairman or any other Committee member of actual expenses reasonably incurred in the performance of their duties.

## 6. Changes to Constitution and Rules

Any changes to the Constitution and Rules of the Committee must be proposed at an AGM and must receive a two-thirds majority of all persons attending the AGM. Changes which may affect the Committee's shared responsibility for the upkeep and maintenance of the Parish Properties shall not be effective unless they are approved by the Parish Council.