

# **The Sir Ken Dodd Happiness Hall**

## **(for St John's Church and Community) Constitution**

### **Name**

The Sir Ken Dodd Happiness Hall for St John's Church and Community-(*Known as The Sir Ken Dodd Happiness Hall*)

### **Objectives**

**Mission Statement: We seek to be a welcoming community where God's love is shown and grown.**

The objectives of the 'Hall' as a Christian Organisation, reflecting our vision and values shall be to administer and maintain The Sir Ken Dodd Happiness Hall for St John's Church and Community (the 'Hall'), as a facility for the benefit of the church family. A place for meeting the community — residents of the parish of Knotty Ash and wider community, to make it available for social action and to hire at rates that cover the costs of running, maintaining and improving the hall as necessary by the Parochial Church Council (*PCC*) of St John The Evangelist Church.

### **Composition of the 'Hall' Committee**

- a. The Committee shall be formed of PCC or church members from St John The Evangelist Church. The members of the Committee shall be nominated and voted in at Annual Parish Meetings each year. In the event of a member resigning or leaving the PCC or church the appropriate PCC meeting may elect a replacement committee member to fill the vacant position until the next Annual Parish Meeting
- b. Committee shall consist of the following officers:
  1. A Chairman,.
  2. A Vice-Chairman
  3. A Treasurer
  4. Secretary
  5. No. 4 other members
- c. The Committee has the power to recruit and form specialist volunteer sub-committees to fulfil specific tasks, fundraising, maintenance and refurbishment. The sub-committees may co-opt where appropriate other members including non-elected members.
- d. The Committee may appoint and employ a person to take bookings, clean and maintain the Hall under terms and conditions specified by the Committee, which may be varied by agreement from time to time.

e. PCC Members when appointed, agree to follow a Code of Conduct which is overseen by the Church of England.

#### **4. Duties and Workings of the Committee**

a. Each Committee Member shall hold office from the date of appointment until the next Annual General Meeting ('AGM') in line with the APCM for St John The Evangelist Church, unless otherwise resolved at an Extraordinary General Meeting ('EGM').

b. The Committee shall be responsible for the management of all the affairs of the Hall. Decisions of the Committee shall be made by a simple majority of those attending the Committee meeting.

c. The Chairman of the Committee meeting shall have a casting vote in the event of a tie.

d. Meetings of the Committee shall be chaired by the Chairman or in their absence the Vice Chairman, or in the absence of both a person elected to Chair the meeting as the first item on the agenda. The quorum for the transaction of business of the Committee shall be five.

e. Decisions of the Committee at meetings shall be Minuted and are to be maintained by the secretary appointed by the Committee ('Nominated Person').

A summary of the minutes of each meeting will be published at the next PCC meeting.

Any member of the Committee may call a meeting by giving not less than seven days' notice to all Committee members. The Committee shall hold not less than four meetings a year.

#### **5. Annual General Meetings**

a. The Committee will report to the APCM of St John The Evangelist held each year. The APCM will:

(1) Receive reports on the activities of the 'Hall' over the previous year.

(2) Receive reports on proposed activities for the next year.

(3) Receive a report on maintenance issues and costs of running.

(4) Receive a report on the finances over the previous year

(5) Agree the budget if one is set for the next year.

b. The quorum for a General Meeting shall be 5 members of the Committee.

#### **6. Committee Finances**

a. The Accounts will be maintained by St John The Evangelist Church and their authorised signatories.

b. No sum shall be drawn from the Account without the consent of at least two account signatories. All monies payable to the Hall shall be received by the Church Treasurer and deposited in the Hall Account.

c. The Committee shall have the power to authorise the payment of expenses to any member.

d. The Hall Treasurer through St John The Evangelist Church shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Hall. The Committee must retain its accounting records for a minimum of six years.

e. The accounts shall be prepared along with those of St John The Evangelist Church, which will undergo an annual independent audit along with the church accounts by an appropriately qualified and approved accountant and shall be approved by members at the general meeting. A copy of any financial statement shall be available for public scrutiny.

## **7. Dissolution**

a. A resolution to dissolve the Committee shall only be proposed at an Annual General Meeting and shall be carried by a majority of at least three-quarters of the PCC present.

b. The dissolution shall take effect from the date of the resolution and the members of the PCC shall be responsible for the winding up of the assets and liabilities of the Committee. Any assets shall be returned to St John The Evangelist PCC

## **Explanatory Background Notes (Not forming part of the Constitution)**

The 'Hall' is owned by St John The Evangelist PCC. The Sir Ken Dodd Charitable Foundation gifted the extension, renovation, and refurbishment of the 'Hall' to secure any future profits to the mission of God at St John's Church.

This constitution was Proposed, accepted and approved at the meeting of St John The Evangelist Parochial Church Council on 11th May 2021