

# BUCKLESHAM VILLAGE HALL

*HELD IN TRUST BY BUCKLESHAM PARISH COUNCIL*

Mrs Ruth Johnson, Clerk to the Village Hall  
54 Levington Lane, Bucklesham, Ipswich IP10 0DZ



01473 655149

buckleshamvillagehall@gmail.com

07854 712 734

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## BUCKLESHAM VILLAGE HALL

Charity No. 304718

At a meeting of the Charity Trustees for Bucklesham Village Hall held on 8<sup>th</sup> April 2026, the following Resolution was passed in accordance with s280A of the Charities Act 2011.

A public Annual General Meeting of the Charity held on 8<sup>th</sup> April 2026 failed to elect sufficient Charity Trustees to form a Committee of Management, and as a result it was agreed by all of those present to appoint Bucklesham Parish Council as Sole Trustee. Bucklesham Parish Council understands and has agreed to accept the role of Sole Trustee.

The Charity Trustees have also confirmed that the following local organisations, identified in Clause 5 of the Charity's governing document as having the power to appoint a Representative Member onto the Committee of Charity Trustees, either no longer exists or have agreed in writing to relinquish this power:

- The Parochial Church Council of the Ecclesiastical Parish of St Mary, Bucklesham (agreed in writing)
- The Bucklesham Brownie Group (no longer in existence)
- The Bucklesham, Brightwell and Foxhall Community Council (now known as Bucklesham and Foxhall Community Council; agreed in writing)
- The Bucklesham Mother's Union (no longer in existence)
- The Bucklesham, Brightwell and Foxhall Over 60s' Club (no longer in existence)
- The Bucklesham, Brightwell and Foxhall Women's Institute (no longer in existence)
- Bucklesham, Brightwell and Foxhall Youth Club (no longer in existence)

## **Resolution**

That the governing document of the Charity, namely the ‘Trust Deed’ dated 7<sup>th</sup> December 1950 as varied by the ‘Scheme’ dated 3<sup>rd</sup> December 1975, be amended in the following manner:

A. By the introduction of Clause 1

**1. Definitions**

‘The Charity’ means Bucklesham Village Hall registered charity no. 304718.

‘The Council’ means Bucklesham Parish Council.

‘Sole Trustee’ means Bucklesham Parish Council acting as Trustee and not as a Parish Council.

B. By the introduction of Clause 2 heading ‘Object of Charity’

**2. Objective of the Charity:**

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 Bucklesham (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.

- C. By the deletion of all remaining Clauses of the Trust Deed and the substitution therefor of the following Clauses 3 to 12:

**3. Administration, repairs and insurance**

- 3.1 The Charity, the Trust Property (Bucklesham Village Hall) and other land acquired by the Charity and other property of the Charity must be administered by the Council as Sole Trustee. The Council is the Charity Trustee within the meaning of Section 177 of the Charities Act 2011 or any statutory modification or re-enactment thereof. The Council as Sole Trustee must act reasonably and prudently in all matters relating to the Charity and must always pursue the interests of the Charity to the exclusion of other Council interests.
- 3.2 The Council as Sole Trustee must:
- 3.2.1 ensure that the Trust Property and other property of the Charity is at all times kept in repair and sufficiently insured against all insurable risks including fire, theft and public liability and must whenever necessary procure a professional valuation for such purposes;
  - 3.2.2 take out such insurance as the Council as Sole Trustee considers necessary to protect the Charity's property including but not limited to public liability insurance and employer's liability insurance.

**4. Powers of the Council**

The Council as Sole Trustee has the following powers, which may be exercised only in promoting the Objects:

- 4.1 To raise funds and invite and receive contributions and endowments (whether for general or special purposes). In raising funds the Council as Sole Trustee must not undertake any trading activities which are liable to tax other than charity trading and must conform to relevant requirements of the law.

- 4.2 To buy, take on lease or in exchange, hire or otherwise acquire any property necessary for the achievement of the Objects and to maintain and equip it for use.
- 4.3 Subject to Clause 13 and subject to the restrictions imposed by the Charities Act 2011 or any statutory modification or re-enactment thereof to sell, lease or otherwise dispose of all or any part of the Trust Property and other property belonging to the Charity.
- 4.4 To deposit or invest funds in any manner (but to invest only after obtaining advice from a financial expert).
- 4.5 To borrow money by mortgage or otherwise or to seek grant aid as may be required for maintaining, extending or improving the Trust Property or any part thereof or erecting any building thereon or for any work carried on therein and to charge the whole or any part of the Trust Property and other property at any time belonging to the Charity with repayment of the money so borrowed or granted (but only in accordance with the restrictions imposed by the Charities Act 2011 or any statutory modification or re-enactment thereof).
- 4.6 To employ staff (who must not be Parish Councillors) and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants.
- 4.7 To co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or of similar charitable purposes and to exchange information and advice with them.
- 4.8 Without prejudice to Clause 5.2, to appoint, constitute and provide clear terms of reference for such committees as the Council as Sole Trustee may think fit. Such committees must be answerable to the Council as Sole Trustee and all their acts and proceedings must be fully and promptly reported to the Council as Sole Trustee.
- 4.9 To do anything else within the law which promotes or helps to promote the Objects.

## **5. Meetings of the Council acting as Sole Trustee and its Village Hall Committee**

- 5.1 The following provisions apply to meetings of the Council as Sole Trustee of the Charity:
- 5.1.1 The Council as Sole Trustee must hold at least two ordinary meetings in each year (usually in April and October). Meetings are not public and must be held separately from, and at different times to, meetings of the Council otherwise than as Sole Trustee of the Charity.
  - 5.1.2 At the first meeting of the Council as Sole Trustee, members of the Council shall elect a Chairperson and may appoint a Vice-Chairperson.
  - 5.1.3 Meetings of the Council as Sole Trustee may be called at any time by the Chairperson or any two members of the Council upon not less than ten days' notice having been given to all other members.
  - 5.1.4 A special meeting may be called at any time by the Chairperson or any two members of the Council upon not less than seven clear days' notice being given to all other members of the Council of the matters to be discussed.
  - 5.1.5 If the Chairperson is absent from any meeting, the Vice-Chairperson (if any) shall preside; otherwise the members present must, before any other business is transacted, choose one of their number to be Chairperson of the meeting.
  - 5.1.6 Every issue may be determined by a simple majority of the votes cast at a meeting of the Council as Sole Trustee. The Chairperson of the meeting may cast a second or casting vote only if there is a tied vote.
- 5.2 The Council as Sole Trustee may delegate the day-to-day running of the Trust Property to a committee of the Council to be called the Village Hall Committee. The following provisions apply to the Village Hall Committee:

- 5.2.1 The terms of reference of the Village Hall Committee shall be:
- (a) the management of all bookings of the Trust Property;
  - (b) the day-to-day maintenance of the Trust Property;
  - (c) the payment of bills up to £500 in each case in so far as they conform with the expenditure budget for the year agreed by the Council as Sole Trustee;
  - (d) the representation of user groups of the Trust Property.
- 5.2.2 All payment of bills in accordance with Clause 5.2.1(c) shall be authorised by two members of the Village Hall Committee both of whom should normally be Parish Councillors.
- 5.3 The Village Hall Committee shall consist of no more than 15 persons comprising of:
- 5.3.1 no less than three Parish Councillors;
  - 5.3.2 no more than seven representatives of user groups of the Trust Property, 18 years of age and upward, appointed in accordance with Clause 5.4;
  - 5.3.3 no more than five co-opted members, 18 years of age and upward, co-opted by the Council as Sole Trustee in accordance with Clause 5.5.

### **Appointed Representative Members**

- 5.4 The Council shall maintain a list of non-profit making Village Hall user groups that they consider to be supportive of the Charity's objects and which have indicated a wish to appoint a member of the Village Hall Committee.

The following provisions apply to the list of user groups:

- 5.4.1 Where any application to be included in the list of user groups is received from any newly-formed non-profit making user group operating in the Parish, the Council as Sole Trustee may in its discretion add such group to the list of user groups.
- 5.4.2 The Council as Sole Trustee may remove a group from such list of user groups where it reasonably considers such removal to be in the best interests of the Charity.
- 5.4.3 A Minute of the relevant Resolution, authenticated by the Chairperson, should be (a) placed with the title deeds and (b) kept with the Charity Trustees' working papers.

### **Co-opted Members**

- 5.5 Co-opted members must be appointed at a meeting of the Council as Sole Trustee.
  
- 5.6 The Village Hall Committee must hold at least four meetings in each year. All meetings must be held separately from and at different times to meetings of the Council as Sole Trustee of the Charity. The following provisions apply to all meetings of the Village Hall Committee:
  - 5.6.1 At the first meeting of the Village Hall Committee after the Annual General Meeting, the Committee shall elect a Chairperson and may appoint a Vice-Chairperson.
  - 5.6.2 Meetings of the Village Hall Committee may be called at any time by the Chairperson or any two Committee members upon not less than ten days' notice having been given to all other members.
  - 5.6.3 A special meeting may be called at any time by the Chairperson or any two Committee members upon not less than seven clear days' notice being given to all other Committee members of the matters to be discussed.

- 5.6.4 If the Chairperson is absent from any meeting, the Vice-Chairperson (if any) shall preside; otherwise the members present must, before any other business is transacted, choose one of their number to be Chairperson of the meeting.
- 5.6.5 There shall be a quorum when at least two Parish Councillors and one-third of the number of other Committee members are present at a meeting.
- 5.6.6 Every issue may be determined by a simple majority of the votes cast at a meeting of the Village Hall Committee.
- The Chairperson of the meeting may cast a second or casting vote only if there is a tied vote.
- 5.7 The Council as Sole Trustee must exercise reasonable supervision over the Village Hall Committee and must ensure that all Village Hall Committee acts and proceedings are fully and promptly reported to the Council as Sole Trustee.
- 5.8 The Village Hall Committee must keep proper Minutes of its meetings. The Minute Book must be available for inspection upon reasonable request by any member of the Council. The Clerk of the Village Hall Committee will send copies of all Minutes to all members of the Parish Council after each meeting.

## **6. Recording of Meetings**

The Council as Sole Trustee must keep proper Minutes of meetings, held in accordance with Clause 5. These must be separate to the Minutes of meetings of the Council otherwise than as Sole Trustee of the Charity. The Charity's Minute Book must be available for inspection upon reasonable request by any member of the Council. The Minute Book must be retained by the Clerk to the Council.

## **7. Annual General Meeting and Special Meetings**

- 7.1 There shall be an Annual General Meeting in connection with the Charity which shall be held in such month of the year as the Council as Sole Trustee shall determine provided that Annual General Meetings must be held not more than fifteen months after the holding of the preceding Annual General Meeting.
- 7.2 All inhabitants of the said Parish and users of the Hall shall be entitled to attend and invited to speak at the meeting.
- 7.3 Public notice of every Annual General Meeting shall be given in the said Parish at least 14 days before the date thereof.
- 7.4 The Chairperson of Annual General Meetings shall be the Chairperson for the time being of the Council as Sole Trustee, but if they are not present before any other business is transacted the persons present shall appoint a Chairperson of the meeting.
- 7.5 The business of an Annual General Meeting shall be:
- the presentation by the Council as Sole Trustee of the pre-approved accounts and report of the Charity for the preceding year;
  - the appointment of representatives of user groups to the Village Hall Committee;
  - such other business as the Chairperson shall allow.
- 7.6 The Annual General Meeting is empowered to request the Council as Sole Trustee to bring forward a Resolution for public consideration, after the Sole Trustee has considered any such request and made a decision in the Charity's best interests, for the removal of the Sole Trustee administration by the Parish Council and suitable amendment to the governing document, for the Charity to revert to being administered by a Committee of Charity Trustees, elected annually at subsequent Annual General Meetings.

## **8. Accounts**

The Council as Sole Trustee must comply with their obligations under the Charities Act 2011 or any statutory modification or re-enactment thereof with regard to:

- 8.1 the keeping of separate accounting records for the Charity;
- 8.2 the preparation of Annual Statements of Accounts for the Charity;
- 8.3 the auditing or independent examination of the Statements of Accounts for the Charity;
- 8.4 the transmission of the Statements of Accounts of the Charity to the Charity Commission.

## **9. Annual Report**

The Council as Sole Trustee must comply with its obligations under the Charities Act 2011 or any statutory modification or re-enactment thereof with regard to the preparation of an Annual Report and its transmission to the Charity Commission.

## **10. Annual Return**

The Council as Sole Trustee must comply with its obligations under the Charities Act 2011 or any statutory modification or re-enactment thereof with regard to the preparation of an Annual Return and its transmission to the Charity Commission.

## **11. Receipts and Expenditure**

The income of the Charity, including all donations and bequests, must be paid into an account operated by the Council as Sole Trustee in the name of the Charity at such bank or building society as the Council as Sole Trustee shall from time to time decide.

Save for bills to be paid by the Village Hall Committee, all payments of money from such account shall be authorised by two members of the Council.

## **12. Rules**

Within the limits prescribed by this governing document, the Council as Sole Trustee may from time to time make and alter rules for the management of the Charity and in particular with reference to:

- 12.1 the terms and conditions upon which the Trust Property, or any other property belonging to the Charity, may be used by persons or bodies other than the Council as Sole Trustee for the purposes specified in this governing document and the Hire Charge to be paid for such use;
- 12.2 the deposit of money at a proper bank or building society and the safe custody of documents;
- 12.3 the appointment of an auditor or an independent examiner;
- 12.4 the engagement or dismissal of such officers, servants and agents as the Council as Sole Trustee may consider necessary and the payment of such persons (not being Parish Councillors);
- 12.5 the summoning and conduct of meetings.

D. By the introduction of Clause 13 “Disposal of Property, incorporation and Dissolution”

- 13.1 Subject to the provisions of this Clause:
- 13.1.1 if the Council as Sole Trustee, or any future management committee of Charity Trustees, decides at any time that on the grounds of expense of otherwise it is necessary or advisable to discontinue the use of the Trust Property, or any other property belonging to the Charity, in whole or in part for the Objects, the Trustee(s) may sell or surrender the Trust Property or any other property belonging to the Charity or any part of it on such terms as may be approved by the Trustee(s) in accordance with the provisions of Sections 117 to 123 of the Charities Act 2011 or any statutory modification or re-enactment thereof;
  - 13.1.2 if the Council as Sole Trustee, or any future Management Committee of Charity Trustees, decides that the Charity should incorporate, it may transfer or require the transfer of the trust fund or any part of it to the new charitable corporate body having the same Objects as the Charity.
- 13.2 The Council as Sole Trustee, or any future Management Committee of Charity Trustees, may only do so if:
- 13.2.1 the decision to sell or incorporate is confirmed by a Resolution passed at a Special General Meeting of the inhabitants of the area of benefit aged 18 years and over;
  - 13.2.2 such Resolution is passed by a three-quarters of such inhabitants present and voting at such meeting.
- 13.3 Not less than fourteen days’ notice of such Special General Meeting (stating the terms of the Resolution that will be proposed) must be posted in a conspicuous place or placed on the Trust Property and advertised in a newspaper circulating in the area of benefit or in the Charity’s newsletter or on the Charity’s website.

- 13.4 Following the sale the Trust Property, or any other property belonging to the Charity, in whole or in part in the circumstances described in Clause 13.1.1, all monies belonging to the Charity including the proceeds of sale of any fixtures and fittings (after satisfaction of any liabilities properly payable) must be applied:
- 13.4.1 in the purchase or lease of other Trust Property approved by the Council as Sole Trustee, or any future Management Committee of Charity Trustees, and to be held upon the trusts of the Charity; or
  - 13.4.2 towards such other Charitable Purposes or Objects for the benefit of the inhabitants of the area of benefit as may be approved by the Charity Commission.
- Pending such application, such monies must be invested and any income arising shall either be accumulated (for such time as may be allowed by law) by investing the same and the resulting income to be applied as the capital of such investments or must be used in furthering the purposes specified in this governing document.
- 13.5 In the event of the Charity being dissolved, a copy of the Statement of Accounts for the final accounting period of the Charity must be sent to the Charity Commission.

E. By the addition of the following Schedule, incorporating the following from the above-mentioned Scheme dated 3rd December 1975

***(SCHEDULE 1***

- 1. Land having a frontage of 46 feet or thereabouts to Levington Lane being part of the land numbered 27 on the Ordnance Survey map (1926 edition) being the land comprised in the above-mentioned conveyance and Trust Deed dated 7<sup>th</sup> December 1950 made between Francis William Ramsey of the one part and the said Frances William Ramsey of two others of the other part with buildings thereon known as Bucklesham Village Hall.*
- 2. Land containing 0.17 acre or thereabouts being further part of the land numbered 27 on the said map being the land comprised in a conveyance made the 7<sup>th</sup> October 1965 between the Rural District Council of Deben of the one part and Francis William Ramsey and two other of the other part.*

*NOTE – the above mentioned land was vested in the Official Custodian for the Charities by an order of the Charity Commissioners of the 4<sup>th</sup> January 1966)*

Signed:

*Clive Lenton*

..... on 8<sup>th</sup> April 2026

Clive Lenton, Chairperson, Bucklesham Parish Council

as Sole Trustee for Bucklesham Village Hall