

## **Catbrook Memorial Hall Regulations**

The Trustees of Catbrook Memorial Hall, ( Catbrook Hall ) Charity registration No 220456 wish to draw up Regulations for the management and administration of Catbrook Hall in pursuance of the power vested in them under the Trust Deed dated 7th December 1928. The Regulations are as follows:

1. The Trustees shall appoint a Hall Committee whose main duty will be to promote the use of Catbrook Hall and to run events that will be both fund raising and non fund raising. The Committee will appoint a Chair who will become an ex officio Trustee of Catbrook Hall for the duration of his/her office. The number of Committee members will be at the discretion of the Chair who will also determine who should hold official positions on the Committee as Deputy Chair, Secretary and Treasurer.
2. There will be a minimum number of six Trustees.
3. The Trustees will hold a minimum of two meetings per financial year of The Hall with a quorum of three. The meetings are to be called by the Chair ,who will issue a formal Agenda, with ten clear days notice of the meeting.
5. The keeping of financial records is delegated to the Treasurer. Signing of cheques is delegated to the Committee Chair and Treasurer. The Trustees will however retain overall financial control and responsibility and will provide guidance where deemed appropriate.
6. The Trustees and Committee will keep a written record of meetings which is to be retained as a paper document . The Committee will issue a copy of their minutes direct to individual Trustees.
7. Decision making by the Trustees will normally be made by consensus , but if necessary a vote may be taken with the Chair having a casting vote in the event of a drawn result.

Dated: 15th February 2018