



Background to the Bishop's Cleeve Village Hall in the Tithe Barn

The Tithe Barn is a beautiful 15th Century Grade II Listed building which is part of the village's built heritage and which provides a beautiful venue for the Village Hall.

The Tithe Barn was given to the village in 1953 and the Parish Council are the Custodial Trustees of the building. The Bishop's Cleeve Village Hall was set up in the Tithe Barn in 1956 and is registered as a charity for which the Volunteer Management Committee are the trustees. The charity was set up under the Trust Deed dated 12th November 1953 which then formed the trusts constitution, under which the village hall is set up as a non-commercial, non-sectarian, non-national, non-religious organisation for the benefit of the village.

On the formation of the village hall trust the responsibility for preserving the Grade II listed building was vested in the Volunteer Management Committee by the Custodial Trustees. The Volunteer Management Committees are thus working to preserve the building in a sympathetic but contemporary and culturally useful way, to make the best use of the historic building for today's community needs.

Responsibilities of the Volunteer Management Committee

The Volunteer Management Committee is responsible for providing the village of Bishop's Cleeve with a village hall that has all the necessary facilities, in a building finished to a high quality of decoration and equipment, and which has access for every one in the village who wants to use the hall. Under the constitution the Bishop's Cleeve village hall is to provide a venue for education, relaxation, and recreation. This includes activities such as village clubs, societies, institutions and meetings, the annual carnival, exercise classes, entertainment, dances, concerts, wedding receptions, anniversaries, parties and other celebrations, and top quality music, concerts, performance and art.

The Volunteer Management Committee are responsible for the governance of the trust, for managing the building, its maintenance, marketing, hiring and for staffing in such a way that it is well utilised and not a financial drain on the Parish. They also have the responsibility of ensuring that its use is in keeping with the fabric of the building, the local environment and with consideration for local residents.

The Volunteer Management Committee's responsibility is not just a holding operation, nor an end in itself, but it is to ensure that the Village Hall in the Tithe Barn meets the community needs of the 21st century. However, it is over 50 years since the Tithe Barn was converted into a Village Hall, and now not only is the building old, but so are the facilities, and the village hall needs to be brought into the 21st century, so that it can serve 21st century village needs in a beautiful 15th century setting. The Volunteer Management Committee's aim is to make the Village Hall in the Tithe Barn the pride of the Parish Council's built heritage and a key part community life in Bishop's Cleeve.



Good Governance

To ensure good governance of the Village Hall charitable trust, the Volunteer Management Committee must ensure that they;

1. Follow the governing document,
2. Attend meetings,
3. Act collectively,
4. Keep minutes of decisions,
5. Ensure regular financial reports are given and an annual budget prepared,
6. Ensure that the property and the committee are properly insured,
7. Obtain professional advice,
8. Act with due care and prudence,
9. Maintain the property,
10. Keep all licenses up to date.

Good governance requires that the Volunteer Management Committee follow the governing document. To simplify and encourage this governance, a plain English interpretation of the trust deed has been drafted, though in any legal dealings the full original trust deed must be used.

The Role of the Volunteer Management Committee

Thus the Volunteer Management Committee are required to;

1. To provide Bishop's Cleeve with a functioning Village Hall.
2. Care for the building as part of the built heritage of Bishop's Cleeve, the Tithe Barn being a Grade II Listed Building.
3. To improve the Village Hall facilities and ensure they are what is required by the current population of Bishop's Cleeve.
4. To manage and care for the staff employed by the Village Hall.
5. To ensure that all relevant legislation is complied with, including charity law, employment law, health and safety law, local government regulations etc.
6. And to enjoy the village hall and arrange for entertainment as and when it is opportune.

The Responsibilities of the Volunteer Management Committee

Members of the Volunteer Management Committee are de facto trustees of the Bishop's Cleeve Village Hall Trust. All trustees are indemnified by insurance for any risks to them from exercising their duties as a trustee.



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On joining the committee all members of the Volunteer Management Committee are provided with a copy of the constitution (along with a plain English version agreed by the current committee), the relevant documents published by the Charity Commissioners, the National Centre for Voluntary Organisations, and the Gloucestershire Rural Community Council.

All members of the Voluntary Management Committee are expected to attend monthly meetings at the Tithe Barn to ensure the good governance of the trust, to hear reports from the various groups and responsibilities, to approve expenditure, to approve the fees charged (usually set annually), to approve the maintenance plan, and to undertake any other matters relevant to the trustees of the Village Hall trust as listed above.

Where volunteers do not wish to be trustees of the Village Hall trust, some responsibilities such as booking secretary or allotments secretary can be undertaken 'ex-committee'. However, such ex-committee volunteers will not be able to take part in the business of the trust and will be expected to provide a brief report to the monthly meeting detailing exceptions and reviewing progress either in person or by email a few days before the meeting.

An Annual General Meeting will be held by the trustees in accordance with the trusts constitution, and all members of the committee and ex-committee volunteers are expected to attend the Annual General Meeting.

Trustees will be provided with such training as may be necessary through the above named bodies and the Gloucestershire Association of Community and Voluntary Organisations, and are encourage to become involved in the development of good governance in the county.

The Structure of the Volunteer Management Committee

Under the constitution the Volunteer Management Committee is made up of volunteers from the community who undertakes one or more of the following roles;

1. Chairman
2. Committee Secretary
3. Minutes Secretary
4. Booking Secretary
5. Treasurer (including budgeting, cash flow, insurance, and hire fees)
6. Allotments Secretary
7. Key Holder (This role is currently undertaken by the Caretaker)
8. Competent Person (Fire Risk)
9. Competent Person (Health and Safety)
10. Extension, improvements and development (currently including the building of an extension and the provision of disabled access)
11. Entertainments Secretary (in cooperation with Air in G and Vital Villages)
12. Fund Raising



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13. Publicity and Marketing

14. Webmaster

A sub-team Committee members has been established to manage the maintenance of the buildings and grounds. They are responsible for the Caretaker and Gardener and for review of the maintenance plan and seeing that the planned and emergence maintenance of the building is carried out. Volunteer Management Committee agree annually a maximum limit for any one contract that can be agreed without further authorisation of the Committee.

A second sub-team may be set up for a specific project such as the building of the extension.