Victoria Hall

Station Road
Ellon
AB41 9AY
Registered Charity No SC 023733

Management Committee

Constitution

1. In accordance with the Deed of Trust of The Victoria Hall Trust (1995) The Trustees have appointed the Victoria Hall Management Committee (Hereafter referred to as the Committee) to act as their agents for the following.
   1.1. To manage and administrate, on behalf of The Trustees, the premises known as The Victoria Hall in furtherance of the objectives of The Trust as set out in Clause Two of The Deed of Trust. This includes the employment of two part time Hall Keepers.
   1.2. Pursuant to item 1.1., to have in place and maintained current, all relevant licences, insurances, and other measures as required by the relevant authorities and as deemed necessary by the Committee and or Trustees.
   1.3. To arrange and oversee maintenance work or improvements to the Hall Facilities within the limits of Financial Authority set by The Trustees and to manage any larger works or improvements, subject to approval by a majority of The Trustees.
   1.4. To keep a monthly account of all income and expenditure, to prepare the Annual Accounts to appoint a Qualified Examiner to review these and, subject to approval by The Examiner and Trustees submit The Annual Trustees Report to The Office of The Scottish Charity Regulator (OSCR).
   1.5. To ensure compliance with all relevant legislation and regulations.
2. The objectives of the Victoria Hall Trust Are:
   2.1. For the advancement of the education (and well-being) of the general public, without distinction of sex or of religious or other opinion, by the provision, management and administration of the Victoria Hall for the benefit of the people of Ellon and District and Beyond

   This includes use of The Hall for classes, private and public social events, entertainment, public meetings and the activities of clubs, schools and voluntary organisations.

   It also includes fund raising activities such as the hire of the Hall in order to generate income for The Trust, but Charitable Activities must take precedence.

   Commercial activities and events are permitted so long as they are primarily for the benefit of the People of Ellon and District and beyond.
3. MC members shall be deemed as honorary and shall be over the age of 16. Where possible, the MC consist of the following:
   3.1. One member nominated by The Victoria Hall Trust Trustees from among their number.

3.2. A minimum of two persons representing groups using the Hall.

3.3. A minimum of two members of the Public, to be appointed at the AGM or such other number as determined by the said AGM.

3.4. Office bearers: The Committee shall elect from their own number a Chair, Vice-Chair, Secretary and Treasurer, together with such other office bearers as the Committee shall from time to time determine. The Chairman shall preside at meetings of the Committee and may delegate duties to other Committee members as deemed necessary. In the absence of the Chair, the Vice-Chair shall preside and in the absence of both the members shall elect a Chair for the time being from amongst their own number.

3.5. The Trustees have the power to dismiss any member of the Committee who they find to be acting against the interests of the Trust.

6. A Quorum of the Committee shall be a simple majority.

7. Management of funds: The Committee shall operate such bank accounts as they shall from time to time determine.

7.1. Bank Accounts: The Committee shall operate 2 bank accounts: a) a Management (un-restricted funds) account for the day-to-day business of the Hall and b) a Capital account (restricted reserves) for the accumulation of funds set aside for special projects and for emergency reserve. Two signatories shall be required for the authorisation of any payment and there shall be at least three authorised signatories for each account. These should include The Treasurer, a Trustee and The Secretary.

7.2. The Trustees have the power to intervene in the management of funds, if, in their opinion, this is not being carried out with due diligence and attention to the interests of The Trust. The Committee must provide periodic financial reports to The Trustees (not less than every six months) and inform the Trustees of any systemic deterioration of the finances of The Trust.

7.3. No loans may be taken out or liabilities incurred without the authorisation of The Trustees, with the exception that a credit card, with minimum individual purchasing limit set by the bank, may be issued to the Lead Hall Keeper and one other Office Bearer, to facilitate the purchase of consumables, other small items and make on-line payments. All cards must be subject to appropriate controls, and the card holder must accept personal liability for any inappropriate use of the card.

7.4. All income raised by, or on behalf of, the Committee shall be used for operating the facility, and for building sufficient financial reserves to ensure that the Trust remains viable and resilient and to fund maintenance, improvements and any emergency expenditures that may be required except that:

7.5. In the event, in the reasonable opinion of the Committee and The Trustees there being funds surplus to requirements, The Trust may use these for any purpose which the law regards as charitable and are for the benefit of the residents of Ellon and District and beyond so long as a majority of the Trustees and a majority of the Management Committee agree.

8. Accounts: The accounts shall be maintained current on a monthly basis showing the whole transactions of The Trust. The Treasurer shall compile the annual accounts and Trustees Report in accordance with the requirements of the Office of Scottish Charity Regulator (OSCR). The Committee shall appoint a qualified Examiner to audit the accounts and, on completion of the Audit and resolution of any issues arising from that audit the Treasurer shall submit the Accounts and Trustees Report to OSCR, The Trustees and The Committee. If possible, the signed off report shall be presented at the AGM but failing this it will be issued to the Trustees and Committee by e-mail. Copies of Annual Accounts shall be retained for at least 7 years and be made available to members the general public and relevant funding organisations upon their request. The financial year shall be the period preceding the 31st of March.

9.

10. 11. Expenditures; The Committee shall have in place, procedures for reimbursement of expenditures by Committee members and Hall Keepers and for the approval of capital expenditures above an agreed range of thresholds. Expenditure above a limit set by The Trustees must be authorised by The Trustees.

11.

7. Employees: The Committee shall employ Hall Keeper(s) to administer the day-to-day business of the Hall including diary management, invoicing, banking of fees, liaison with the Treasurer and to undertake cleaning and upkeep of consumables stocks associated with the running of the Hall.

   Employees may become Committee members and may be assigned the role of an Office Bearer. In such cases, they shall not be party to any decision relating to their own employment. Such decisions shall be made by the remaining Office Bearers.

   Employees may become Trustees. In this event the Deed of Trust prohibits any renumeration related to their activities as a Trustee other than reasonable expenses.

   The Trustees have the power to intervene and instruct the Committee to initiate the Disciplinary Procedure for any individual who is acting against the interests of The Trust or fails to declare a Conflict of Interest and thereafter take appropriate action to resolve this.

12. An AGM of the Committee shall take place not later than 30 June in each year. At the AGM, the Committee members shall retire automatically but may be re-affirmed as Committee members for the following year if there are no other candidates, and unless they give notice of retirement.

13.

13. A Special General Meeting (SGM) may be convened at any time when it is deemed necessary upon the instruction of the Trustees or Committee.

14. When an AGM or SGM of the Committee is to be convened, it shall be publicised using posters and by using any appropriate internet-based communication facility or social media system giving at least 14 days' notice.

15. The quorum for an AGM shall be a minimum of three Office Bearers and shall total ten including members of the Public.
16. No alteration of or addition to this Constitution shall be made unless by decision adopted at an AGM or SGM or by a ballot conducted via e mail where the support of two thirds of the MC members are in favour and the revision is approved by The Trustees.

M. J. Adams

Michael John Adams

On behalf of the Trustees

April 9th 2026

Claire Murray

On behalf of the Management Committee

April 22nd 2026