**DRAFT CONSTITUTION**

1. The “Talkin Reading Room and Library” shall in future be known as “Talkin Village Hall” and to be used as a place of entertainment and recreation for the use and benefit of the inhabitants in the Village of Talkin and immediate neighbourhood in the Parish of Hayton.
2. Hayton Parish Council will insure the buildings, including the boundary walls against “all risks”.
3. The premises to be used for social and recreational activities for the benefit of all residents in Talkin Ward.
4. The said Council shall have the power to delegate the management of the said premises to a “Management Committee” composed of seven persons, three of whom shall be representative namely:
5. The members of Hayton Parish Council (at present one) elected by the Township of Talkin
6. The Member of Carlisle City Council (at present one) elected by the Township of Talkin (Great Corby and Geltsdale Ward)
7. One other to be elected by Hayton Parish Council and if possible to be a resident in the Talkin Township

The remaining four members shall be residents in Talkin Ward of Hayton Parish Council or representatives of any regular group using the premises.

1. The Management Committee has the right to elect five further members on to the committee to enable them to regulate the business of the Village Hall. A quorum shall be four elected members for all meetings. In the case of equality when voting the Chairman shall have a second casting vote.
2. The Management Committee shall from time to time frame rules and regulations for the proper management and conduct of the said Village Hall and submit the same for approval of the said Council.
3. The Committee shall hold a minimum of four meetings per year, including the Annual Meeting. Meetings should be advertised at least seven days in advance in writing and posted in a public place.
4. An Annual Meeting shall take place every July where the four (or up to nine) resident/representative members shall be elected. No member shall be eligible to be elected unless a resident of Talkin Ward unless they are a representative member of a user group.
5. The Annual Meeting shall elect a Chairman, Secretary and a Treasurer.
6. A Minute Book and financial records shall be kept and the same shall be forwarded for the inspection of the said Council or their agent whenever the said Council so direct. End of Year accounts shall be forwarded annually to the said Council in time for their meeting in March.