

**CONSTITUTION - The Parish Magazine of
Hurstbourne Priors, Longparish, St Mary Bourne and Woodcott**

1. Name: 'Hill & Valley' (established in its current form in 1999: hereinafter called the 'Magazine') is the Parish Magazine of (the former United Benefice of) Hurstbourne Priors, Longparish, St Mary Bourne & Woodcott, now part of the enlarged 'Bright Waters' Benefice.

The objectives:

1. to publish and distribute a joint monthly magazine
2. to publish a monthly pastoral letter and information about the mission of the churches
3. to publish news and information of events in the villages and foster closer links between them
4. to carry news and official notices of the contributory Parish Councils
5. to carry information and articles of a more general nature of interest to readers
6. to raise sufficient funds to cover the costs of the Magazine

2. The Management of the Magazine:

2. a. The Magazine shall be edited and produced by an **Editorial Group**, composed of at least one representative (correspondent) from each of:

- St Mary Bourne & Woodcott
- Hurstbourne Priors
- Longparish

with a maximum total of six members, comprising three village editors, two members providing editorial and production support, and including a member of the local clergy if available. This group will establish detailed working editorial policy, having regard to any general advice drafted by the Management Committee.

2. b. The business management shall be vested in a **Management Committee** (previously the **Business Group**) comprising:

Two representatives of the Editorial Group	2
One representative of the Local Clergy	1
One representative appointed by each Parish Council which contributes an annual grant towards the publication of the Magazine	3
The Advertising Manager (who may be a member appointed as above)	1
A Treasurer (who may be a member appointed as above)	1
A Secretary (who may be a member appointed as above)	1
	maximum 9

1. Members shall each continue to serve for up to three years and then be subject to reappointment or replacement.
2. The committee shall elect a chairperson from among its number at its first meeting, and then annually.
3. The Committee may invite any person to join it at any meeting and participate in any discussion, but such a person or persons shall not vote on any motion.
4. Parish Council vacancies, occurring for any reason, may be filled by the Council they represent, and members so appointed may serve for a three year term.
5. The Committee shall meet at least twice in any year, to approve the accounts of the previous year and prepare a budget for the coming year.
6. The Committee may pursue its objectives in whatsoever manner it may deem appropriate.
7. Committee members may offer themselves for re-selection without limit.

3. Procedures of the Management Committee

1. A quorum shall be four.
2. In the absence of the Chairperson from any meeting, the Committee may elect any one of those present to act as Chairperson for the meeting.
3. Every member of the Committee shall have one vote and, if equal votes be cast, the Chairperson of the meeting shall have, in addition, a casting vote.
4. A simple majority of those present shall prevail.
5. Minutes shall be kept of each meeting.

4. Funds

1. The Management Committee shall open and maintain a bank account specifically for Magazine monies and using on-line banking facilities as appropriate and as authorised by the Management Committee.
2. The Management Committee shall draw up a draft budget before the beginning of the Magazine financial year, which commences 1st April.
3. Advertising revenue shall be pooled and paid into the Magazine account against total costs.
4. The Magazine is to be distributed monthly (ten times a year) to each household free of charge with funding raised through advertising and subsidised by Parish Council grants.
5. Residual costs shall be apportioned according to circulation within the individual parishes, and paid by Parish Councils' grants annually in advance.
6. The Committee may spend such sums as it deems necessary to promote its objectives and to cover the administrative expenses of the Magazine.
7. One and a half times of annual expenditure costs are to be held in reserve, against possible emergencies.
8. In the interests of transparency, the Management Committee shall publish in the Magazine a brief summary of the accounts for the previous financial year by the October after the end of that financial year.
9. In the event of the decision by the Management Committee to dissolve the Magazine, any residual funds after all expenses have been paid shall be divided between the contributing Parish Councils in proportion to the circulation during the final year, or be distributed as otherwise decided by the Management Committee.

This agreement replaces a previous agreement signed on 30th November 1999 and was adopted at the Business Group Management Committee meeting held at St Mary Bourne Village Centre on 9th May 2022.

Signed: *Michael Widén* *Chair*

Date: 9th May 2022