



Hayling Island Beach Hut Association

Terms of Reference

March 2026

1. Name

The name of the Association is **Hayling Island Beach Hut Association** (the “Association”).

2. Purpose

The Association **represents the interests of Hayling Island beach hut licence holders and promotes the responsible use of beach huts on Hayling Island.**

The Association **accepts no responsibility for any costs, maintenance, or upkeep of individual beach huts.**

3. Membership

Membership is open to all holders of a valid beach hut licence on Hayling Island, including residents and non-residents of Havant Borough Council (the licensing authority), and both owners and renters.

There is no membership fee.

4. Committee

The Association shall be governed by a committee comprising **no fewer than three and no more than eight members.**

A quorum shall be **50% of committee members plus one.**

The committee **represents the Association in all matters**, including engagement with the licensing authority. This does not prevent individual members from engaging independently.

Where vacancies arise, committee members must be **nominated, proposed, or seconded by an existing committee member.**

The committee shall meet **at least three times per year**, and more frequently if required.

5. Annual General Meeting

An **Annual General Meeting (AGM)** shall be held each year and shall be **open to all members.**

6. Decision-Making

Committee decisions shall be made by **simple majority.**

In the event of a tie, the **Chairperson shall have a casting vote.**

7. Minutes and Records

Minutes shall record **key decisions and action points.**

They will **not be routinely circulated** but shall be available to members upon request. The committee reserves the right to **redact sensitive information where appropriate.**

8. Communication

The committee will communicate with members as appropriate via the **Hayling Hutters Facebook page and email.**

9. Member Proposals

Any member may propose items for committee consideration; however, **acceptance of proposals is at the committee's discretion.**

10. Conduct

All members agree to **comply with these Terms of Reference** and to **behave respectfully towards fellow members and third parties**, in accordance with the Association's Code of Conduct.

Committee members must additionally comply with the **Committee Code of Conduct.**

These Terms of Reference were first **adopted on 20 May 2025** and **revised on 23 February 2026.**