

Brayford Village Hall

(Charity 300780)



MANAGEMENT COMMITTEE PROCEDURES & POLICIES

The Charity Commission outlines Trustees' 6 main duties. They are to:-

- Ensure the charity is carrying out its purposes for the public benefit.
- Comply with the charity's governing document and the law.
- Act in the charity's best interests.
- Manage the charity's resources responsibly.
- Act with reasonable care and skill.
- Ensure the charity is accountable.

The Commission recognises that most trustees are volunteers who sometimes make honest mistakes. Trustees are not expected to be perfect - they are expected to do their best to comply with their duties. Charity law generally protects trustees who have acted honestly and reasonably”.

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1.0 CONVEYANCE REQUIREMENTS

- 1.1. The site on which Brayford Village Hall is located was first registered as a Trust with the Charity Commission in 1954 following sale of the land by Henry Skinner. This Governing Statement is based on the terms of the Conveyance dated 18th December 1954 which sets out the charity's purpose and how it is to be administered.
- 1.2. The Charity Commission passed the general management and control of the Trust Property to a Committee of Management (referred to as the Trustees), and the property is held in trust on behalf of and for the benefit of the inhabitants of Brayford and its immediate vicinity.
- 1.3. The responsibilities of the Trustees are to provide a community centre for the local population by administering and maintaining the property in good repair, ensuring appropriate insurance is in place, and organising fund-raising events to help cover the costs involved.

2.0 MANAGEMENT & CONTROL

- 2.1 It is a requirement that the committee is comprised of:-
 - Elected Members – appointed at AGMs
 - Representative Members - Village organisations
 - Co-opted Members – those with an 'expertise'
- 2.2 Brayford Village Hall is run by a Committee of Management – being a committee member means that you are a Charity Trustee.

3.0 MANAGEMENT COMMITTEE (TRUSTEES)

- 3.1 This will consist of Elected Members, a representative from each of the Parish Organisations, and Co-opted Members whose expertise will benefit the aims of the committee.

Elected Members

- Chairman,
- Vice Chairman
- Secretary
- Treasurer

Village organisations representation

- Charles Church
- Highbray Church
- Methodist Chapel
- Brayford School
- Flower Show
- Ladies Skittles
- Men's Skittles
- Parish Council
- Women's Institute
- Youth Club

Co-Opted members/ Others

- Booking Secretary(s)
- Fire/ Health & Safety/ Risk Management
- Safeguarding
- Maintenance
- Events Organiser(s)
- Advisory

4.0 INDUCTION OF CHARITY TRUSTEES

4.1 All charity trustees will

- receive a copy of the Governing Statement and advised of their responsibilities as Trustees.
- sign the 'Declaration by Charity Trustees' (appendix i) that details eligibility to be a trustee.
- have their details entered on the Charity Commission website

5.0 MEETINGS

5.1 An Annual General Meeting will be held annually (in September) and involve:-

- the Chairman reporting on activities of the past year;
- the re-election of officers and confirmation of organisation representatives;
- the review of accounts following an annual audit;
- consideration of projects/ fund-raising events for the coming year.

One week's notice of the AGM meeting must be given

5.2 The Committee will meet at least 3 times a year depending on the issues that require attention.

5.3 The number of members who shall form a quorum at meeting should never be less than five and any decisions are determined by a majority of votes cast by members present, with the chairperson holding a second or casting vote if required. However decisions of a serious nature would require the presence of two-thirds of the membership.

5.4 If the chairperson or vice-chair are absent from a meeting of the committee, members present may choose one of their number to be chair before any other business is transacted.

5.5 Any conflicts of interest, direct or indirect, must be declared at every meeting.

5.6 The Committee reserve the right to appoint/ dismiss any officer should circumstances warrant.

6.0 POLICIES ADOPTED BY THE VILLAGE HALL COMMITTEE

| Policy | Purpose | BVH Officer | Review |
|--------------------------------------|---|--------------------|---------------|
| Safeguarding – for Children & Adults | To ensure all those involved and using the Hall are protected from abuse. | M.Padgham | Annually |
| Health & Safety | To ensure the Hall is a safe environment to use and work in | R.Lennon | Annually |
| Finance | To ensure clear procedures are in place for the management of charity monies. | J.Bott | Annually |

| Policy | Purpose | BVH Officer | Review |
|---------------------|--|--------------------|---------------|
| Hall Hire | To ensure hirers are aware of their responsibilities when using the facilities | V.Warner | Annually |
| Data Protection | To ensure clear guidance is available regarding the use of personal data | DPO not required | Annually |
| Equal Opportunities | To ensure all are aware of their commitment and steps taken towards equality. | Chairman | Annually |
| Complaints | To ensure concerns and complaints are rectified and dealt with promptly | Chairman | Annually |

7.0 SAFEGUARDING POLICY

- 7.1 All Committee members will comply with the Safeguarding Policy to ensure the protection and safety of children, young people and adults at risk of abuse or neglect. This will involve receiving regular training as appropriate.
- 7.2 All Hirers are responsible for ensuring that any activities involving children comply with the provisions of current legislation, and those groups working with children and young people must have a current Child Protection Policy.

8.0 HEALTH & SAFETY POLICY

- 8.1 All Committee members will comply with the Health & Safety Policy and:-
- 8.2 Provide safe working conditions, equipment and systems of work for volunteers, committee members and hirers, and keep the hall in a safe condition for all users.
- 8.3 Provide such training and information as is necessary for volunteers and users.
- 8.4 Comply with all Health and Safety legislation. acting positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.
- 8.5 Encourage all members and users to engage in the establishment and observance of safe working practices and to accept responsibility to do everything they can to prevent injury to themselves or others.

9.0 FINANCE POLICY

- 9.1 All Committee members will comply with the Finance Policy to ensure clear financial controls are in place, and that charitable funds are managed correctly.
- 9.2 The Treasurer to present to each Annual General Meeting a report and accounts of the charity for the preceding year.
- 9.3 No system of controls, however elaborate, can guarantee that a charity will be totally protected against abuse. Ensuring sufficiently rigorous controls are in place provides not only protection for the charity property but also forms the best defence against a charge of failing to protect the charity's funds and thereby being in breach of trust.

10.0 HIRING POLICY.

- 10.1 Any part of the building is available for hire for any lawful purpose, but the Management Council reserves the right to refuse a hiring without giving any reason.
- 10.2 Hiring agreements are issued to all those booking the hall facilities and details are displayed on the Hall Notice Board.

10.3 All those hiring the Hall are subject to the Standard Conditions of Hire set by the Management Committee and are required to comply with conditions pertaining to the public licences for entertainment and sale of alcohol.

10.4 Local organisations within Brayford are offered a reduced rate, and charges for groups wishing to organise events where proceeds or services would benefit and support the local community will be agreed at the Management Committee's discretion.

11.0 DATA PROTECTION POLICY

11.1 The Management Committee will comply with the requirements of the Data Protection Policy which controls how personal data is used and ensure it is maintained securely..

12.0 EQUAL OPPORTUNITIES POLICY

12.1 It is the policy of the Management Committee not to discriminate directly or indirectly against anybody (whether staff, volunteers, committee members, users or the community in general) on the grounds of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

13.0 COMPLAINTS POLICY

13.1 The Management Committee have a policy to address any concerns promptly by having informal discussions to rectify issues. This policy identifies the steps involved should a more formal process be required.

14.0 SALE OF THE PROPERTY

14.1 If at any time it became necessary to discontinue the use of the Trust Property, in whole or in part, the Trustees to convene a meeting of the inhabitants of Brayford Parish stating the reasons of the resolution (per item 14 of the December 1954 Conveyance).

14.2 If agreed, any monies accrued shall be invested with the Charity Commission pending any future decision on the purchase of other property or charitable purpose for the benefit of the inhabitants of Brayford Parish..

Reviewed, updated and agreed by the Management Committee

Date: 05.09.2023

Trustee Statement of Eligibility

BRAYFORD VILLAGE HALL – Charity 300780

Declaration by Charity Trustees

- 1) I have received and studied the governing document of the charity and support its purposes.
- 2) I realise that as a member of the Brayford Village Hall committee I am one of the organisation's managing or charity trustees, and I understand the duties and responsibilities as explained to me and indicated in the Charity Commission Leaflet CC3a : Responsibilities of Charity Trustees. [Charity trustee: what's involved \(CC3a\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- 3) I have read the Data Protection Policy and understand that personal information given will be retained in line with this.
- 4) I consent to my personal information being shared with the Charities Commission in order for me to be registered with them as a Trustee
- 5) I am not under 18 years of age and am not disqualified from serving as a member of the committee, In the event of my becoming disqualified, I will take no further part in the affairs of the charity whilst such disqualification lasts.

Trustee eligibility and responsibility

By completing and signing this form, you declare that you:

- Are willing to act as a trustee of the organisation named above
- Understand your organisation's purposes (objects) and rules set out in its governing document
- Do not have an unspent conviction for one or more of the listed offences,
- Do not have an IVA, debt relief order and/or a bankruptcy order,
- Have not been removed as a trustee in England, Scotland, or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
- Have not been removed from being in the management or control of a body in Scotland (under relevant legislation)
- Have not been disqualified by the Charity Commission or are a disqualified company director,
- Are not a designated person for the purposes of anti-terrorism legislation,
- Are not on the sex offenders register or have been found in contempt of court for making (or causing to be made) a false statement,
- Have not been found guilty of disobedience to an order or direction of the Charity Commission.

| | |
|--------------------------|--|
| Name | |
| Address and Postcode | |
| Daytime Telephone number | |
| Email address | |
| Signed | |
| Date | |