



Trustees Policy

&

Procedures

Reg. Charity No. 504511

Date of Approval	March 2021
Period of Review	Annually
Date of Review	April 2025

Trustees Policy and Procedures

1. Introduction

Weston Village Hall is registered with the Charities Commission, registration number 504511. It has a Governing Document which sets out the charity's objects as: -

Weston Village Hall's Governing Document – Constitution – sets out the Objects of the charity including

- The number and method of appointment of the Charity Trustees
- How the charity should be run.

Object

The primary object of the charity is defined below:

Charitable objects

The charity's objects ('the objects') are for the purposes of a village hall for the use of the inhabitants of the Parish of Weston Staffordshire without distinction of sex, sexual orientation, age, disability, nationality, race, political, religious or other opinions, including the use of the property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.

Charity Trustees

The Charity Trustees are the Managing Trustees of the charity and are referred to in the Scheme as the Committee of Management. As Charity Trustees, all members of the Committee have a legal responsibility for the running of the charity.

The Committee of Management consists of not less than three elected Trustees with no maximum.

Elected members

- Appointed at the Annual General Meeting (AGM) held in April each year.
- Serve until the next AGM.
- May be re-elected in the following and subsequent years.

Co-opted members

- Co-opted members of the Committee shall each be appointed for a term of one year.

Chairman

Will be elected at the AGM.

Attendance at meetings

Charity Trustees are expected to attend ordinary meetings, of which there will be at least two per year and the AGM.

Voting

In accordance with the Governing Document - every matter shall (except as in this Scheme provided) be determined by the majority of members of the Committee present and voting on the question.

Quorum

No business shall be transacted at any general meeting unless a quorum is present.

A quorum is:

- (a) five members entitled to vote upon the business to be conducted at the meeting; or
- (b) one tenth of the total membership at the time, whichever is the greater.

The authorised representative of a member organisation shall be counted in the quorum. If:

- (a) a quorum is not present within half an hour from the time appointed for the meeting; or
- (b) during a meeting a quorum ceases to be present, the meeting shall be adjourned to such time and place as the trustees shall determine.

The trustees must re-convene the meeting and must give at least seven clear days' notice of the re-convened meeting stating the date time and place of the meeting.

If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.

Induction of Charity Trustees

On appointment Charity Trustees:

- Will be given a copy of the Constitution.
- Will be sent an electronic copy of the Charity Commission leaflet The Essential Trustee: What you need to know.
- Be provided with a copy of Weston Village Hall Policies and Procedures.
- Asked to sign the 'Declaration by Charity Trustees' (Appendix 1) that details eligibility to be a Trustee.

Further to this the Trustee will:

- Have their details entered on the Charity Commission web site.
- Be provided with a copy of the last year's ordinary meeting minutes and the most recent AGM minutes.
- Be advised of the dates of forthcoming meetings.

All trustees will sign the Annual List of Trustees (Appendix 2) at the Ordinary Meeting following the AGM.

Resignation of Charity Trustee:

Trustees wishing to resign from Weston Village Hall Management Committee must do so in writing to the Chairperson of the committee.

Declaration by Charity Trustees

Name of charity: Weston Village Hall

Charity registration number: 504511

1. I have received and studied the constitution of Weston Village Hall and support its purposes.
2. I have been given a copy of the Privacy Policy and understand that the personal information given below will be retained in line with this.
3. I consent to my personal information as below being shared with the Charities Commission in order for me to be registered with them as a Trustee.
4. I realise that as a member of the Weston Village Hall Management Committee, I am one of the organisation's managing Charity Trustees, and I understand the duties and responsibilities involved, as explained and indicated in the Charity Commission leaflet The Essential Trustee: What you need to know.
5. I declare that I am not disqualified from acting as a Charity Trustee and that:
 - I am aged 18 years or over at the date of this election or appointment.
 - I am capable of managing and administering my own affairs;
 - I do not have an unspent conviction relating to any offence involving deception or dishonesty;
 - I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors (ignore if discharged from such an arrangement);
 - I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the Insolvency Act 1986;
 - I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an Order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body.
6. That in the event of my becoming disqualified, I will take no further part in the affairs of Weston Village Hall whilst such a disqualification lasts.

Name		
Address		
Postcode		
Daytime Telephone number		
E-mail address		
Signed		Date:

Appendix 2

**Annual list of Trustees
Weston Village Hall**

Green Road, Weston, STAFFORD. Staffordshire ST18 0JQ.

I, the undersigned, declare that I have received a copy of the Governing Articles – Constitution - that I support the objects of the Charity, that I understand the duties and responsibilities of charity trustees, and that I am eligible to serve as a Trustee of Weston Village Hall, Charity Registration Number: 504511

To be completed annually following the AGM or as appropriate.

Name	Position	Date	Signature