



Newton in Cartmel Village Hall, LA11 6JG?  
Charity registration number: 521258

## Newton in Cartmel Village Hall Trustee Policy and Procedures

### Why it's important

The Trustees of Newton in Cartmel Village Hall are responsible for the general control and management of the administration of the charity. They must ensure that they always act for the good of the charity and its beneficiaries and that in doing so they comply with the terms of the governing document and any legislation. The management committee of a village hall is comprised of elected and co-opted members, and representatives of user groups of the hall. When a representative of a user group becomes a member of the management committee they become a Trustee of the village hall and they must remember that their first responsibility is to the village hall charity as a whole and not to their organisation.

Trustees are legally obliged to,

- act in the charities best interests
- manage the Trust's resources responsibly
- act with reasonable care and skill

They have responsibilities to,

- act reasonably and prudently
- act together
- advance the purposes of the charity
- avoid a conflict of interest
- act for the charity
- act gratuitously

### What we will do

In order to fulfil these expectations Newton in Cartmel Village Hall Trustees will

As individuals

- Participate - the expectation is that Trustees attend the majority of meetings in the year
- Are prepared- by reading minutes and any information relating to the village hall or meetings
- Understand resources available for the hall
- Understand implications of decisions
- Understand our responsibilities and in the governance document, the Trust's policies and procedures and Charity Commission
- Declare any conflict of interest - where there is any risk of personal gain by a committee decision this must be declared and a withdrawal from any discussion or vote

As a group

- Act collectively for the benefit of the Trust
- Understand and participate in critical decisions
- Seek professional advice where appropriate
- Use resources wisely and defensibly - maintain financial stability for the long term sustainability of the hall
- Ensure all new Trustees are fully inducted and eligible

In the hall

- Keep structure safe and sound by having a maintenance and improvement plan
- Follow health and safety guidance
- Keep clean and tidy

- Risk assess
- Insure adequately - so that the halls assets and liabilities including Trustees liabilities are adequately covered

#### In the community

- Keep informed and engaged with regular communication
- Remember it's there for the benefit of the neighbourhood
- Be accountable, transparent, open with minutes and key documents available on the website
- Encourage others to become involved in the village hall as Trustees or volunteers

#### Monitoring, Evaluation and Review

- The Newton in Cartmel Village Hall Management Committee will annually review this policy and procedures at their ordinary meetings to inform their policies, and practice, and to ensure the continued improvement in the services provided.

Date agreed May 23

Date for review May 24

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