**Trustees Policy and Procedures (Standing Orders)**

 **Introduction**

Severn Beach Village Hall & Playing Fields Trust is registered with the Charities Commission, registration number 265636. Severn Beach Village Hall & Playing Fields Trust operates under the rules and guidance of the charities commission. It has a Governing Document which sets out the charity’s purposes and how it is to be administered. Severn Beach Village Hall & Playing Fields Trust Governing Document was set up in 1947 to provide the premises for residents to use.

This document sets out, amongst other things:

• The Objects of the charity

• 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:

 ‘The Object of Severn Beach Village Hall & Playing Fields Trust shall be the provision and maintenance of the Hall for the use of the inhabitants of the Parish of Severn Beach and surrounding area without distinction of sex or political, religious, or other opinions, and in particular for the use of meetings, lectures and classes and for other forms of education, recreation and leisure-time occupation, with the objectives 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 as the Committee of Management. As Charity Trustees, and all members of the Committee have a legal responsibility for the running of the charity. The Committee of Management consists of:

* Ten elected Members - Chairman, Secretary, Treasurer, Booking Clerk plus a further six committee members.
* Other committee members
* A Parish council Representative
* Regular group user representative
* Residents of Severn Beach

All representatives will be elected at Severn Beach Village Hall & Playing Fields Trust AGM set in February each year, by a majority vote. All elected members will serve until the next AGM and may be re-elected in the following and subsequent years.

If ten members are not elected at the AGM, the committee may advertise and co-opt to fill the vacancy. All meetings are open to residents of Severn Beach.

Attendance at meetings

Charity Trustees and committee members are expected to attend a minimum of two monthly meetings, and AGM.

Decisions and Voting

Management decisions will be made by a simple majority of members present at a meeting. Any matter not concluded will be deferred to a future meeting. Residents of Severn Beach may contribute to discussion at the chairman’s discretion, but they do not have a vote. Regular group users may send a representative to a meeting on the same basis. The Parish Council may nominate a representative to attend as an observer.

All members may add items to the agenda, which must be published before the meeting. At least a third of members must be present to make decisions. Between meetings an urgent matter may be decided by the chairman, but only after consultation with at least two others. Anyone employed by the trust may not vote on an item which relates to their work.

The committee may delegate authority to a sub group to deal with specific matters and report back. The committee may co-opt an additional person to deal with specific matters for the committee.

Meetings

The chairman shall be responsible for the conduct of the meetings. Members may only speak when called by the chairman. The chairman shall have discretion to allow a member to speak more than once on a subject. All members views are of equal value and must be heard with courtesy and without interruption. Any member may be removed from the committee by two-thirds vote of the whole committee. The conduct of members and the operation of the premises is also covered by the following policies adopted by the trustees:

* Financial records and accounts policy
* Equality and diversity policy
* Safeguarding children and young people and adults at risk policy
* Data protection policy

**Declaration**

All trustees must sign the ‘Declaration by Charity Trustees’ 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 month’s meeting minutes and the most recent AGM minutes.
* Be advised of the dates of forthcoming meetings.

**Resignation of Charity Trustee**

Trustees wishing to resign from Severn Beach Village Hall & Playing Fields Trust Management Committee must do so in writing to the Chairperson of the committee.

Date of adoption of policy ……22/11/2022…..

Date of next review …………22/11/2023…….