

Tuesday, 06 February 2018

# Harby Village Hall – Code of Practice



Author: Jonathan Neale

CHAIR - HARBY VILLAGE HALL COMMITTEE

Doc Ref: HVH-CodeofPractices06022018V.2

Charity Number:1071575

---

## *Values and Behaviours*

---

Charity Trustees & Charity Associates should accept the aims and objectives of the Charity and be able to demonstrate a passion for these through their contributions and actions.

Our core values are:

- To follow the objects of the charity as set out with the Conveyance and Deed of Trust, 1987
- To listen to all contributors and once agreed on a course of action, speak with one voice

An exemplar Charity Trustee or Associate Member would be wise to: -

- Recognise and be aware of the Charities Acts 1992, 1993, 2006 and 2011, which set the legal framework for Trustees
- use and follow the governing documents
- attend meetings
- act collectively
- keep written minutes of decisions
- ensure the treasurer presents regular financial information and prepares a budget each year
- ensure the property and committee are adequately insured.
- Obtain professional advice, especially when this falls outside of the skills, knowledge and expertise around the Committee of management
- Act with due care and prudence
- Ensure the property is adequately maintained
- Keep all licenses up to date
- Ensure the registered charity ref is quoted in all correspondence and ideally incorporated within the letterhead or standard format. The Registered Charity number for Harby Village Hall is 1071575

---

## *Duties and Code of Conduct*

---

Any new Charity Trustees or Associate Members will be asked to sign a form of declaration to facilitate membership of the Committee of Management, the managing body for the Harby Village Hall Charity. Until this has been signed, you cannot act as a Charity Trustee or Associate Member.

All Charity Trustees are expected to attend meetings regularly and contribute to debates and discussions, bringing their areas of expertise, skill, knowledge and experience to add value for the benefit of all.

All Charity Trustees and Associate Members are expected to act for the good of the Charity and in compliance with the Conveyance and Trust Deed, 1987, together with all and every legal requirement and prevailing legislation.

A Representative trustee member will be expected to participate fully and recognise *in law*, they have a **first duty** to Harby Village Hall Charity and not their organisation or group. (Please see the **Essential Trustee** for further guidance)

Charity Trustees and Associate Members should act reasonably and prudently and not speculate with the Charity's assets.

Charity Trustees should ensure the charity is fully insured against loss and claim.

As a Charity Trustee it is your responsibility to avoid conflicts of interest, or where these are evident, you have an obligation to ensure they are declared appropriately. As a Charity Trustee you must remain beyond reproach.

Should you be unable to attend meetings, please extend your apologies ahead of the meeting. These will be collected and recorded by the Charity Secretary and reflected within the meeting minutes.

Charity Trustees must be prepared to undertake any role specific training or checks as deemed necessary to fulfil their role effectively. This may require updating on a regular basis.

---

## Liabilities

---

Charity Trustees may be liable for their actions if they have acted:

- In breach of the governing document
- Unwisely with Charity assets resulting in a loss to the Charity
- Illegally

Where a loss occurs despite the best and reasonable efforts of the Charity Trustees it is not probable that they will be held liable.

### Charity Trustee Liability Insurance

Charity Trustee Committee of Management members are reminded to be alert to the availability of this sort of insurance and should review their position in conjunction with the principle insurance policy, which may also provide such cover.

The current view of the Committee of Management is that this liability risk to them as Charity Trustees is included in the conventional insurance policy.

For more information, please visit the following web sites.

[www.gov.uk](http://www.gov.uk) (and see Charities)

[www.charitycommission.org.uk](http://www.charitycommission.org.uk) [www.acre.org.uk](http://www.acre.org.uk)