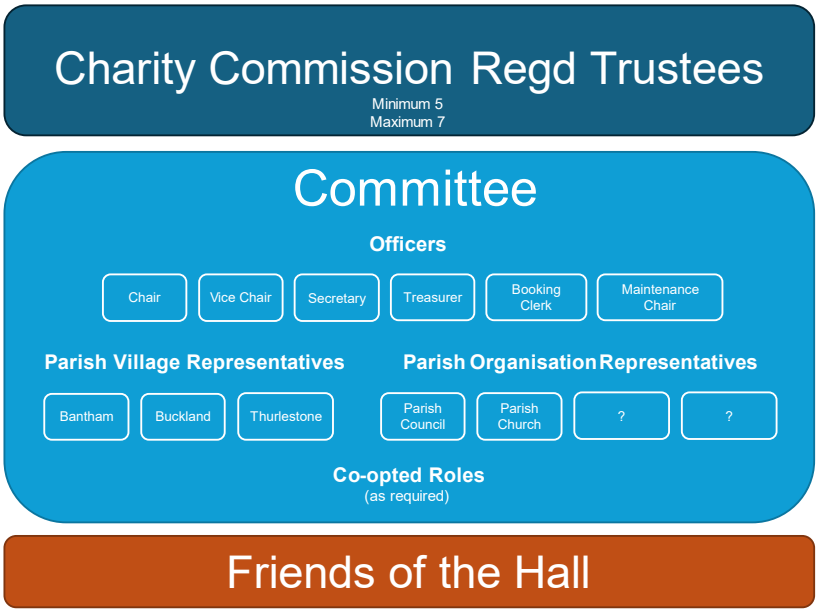
Thurlestone Parish Hall Rules and Operating Procedures

This document was created by the Trustees and Committee on **/**/** under the Authority granted by Para 10 of the First Schedule of the 1938 Conveyance, and Para 2.2.1 of the Resolution Document dated **/**/**

Structure of the Committee

The Committee shall consist of a maximum of 16 members, with the following structure:



Trustee appointment, removal, powers and responsibilities is dealt with in the Resolution Document dated **/**/**.

1. Appointment of Committee Members

   1.1. The Officers are appointed by the Trustees and Committee, and ratified by a vote at the Annual Meeting (AM), for a period of three years. They can stand for re-election at the end of each term, if they wish.

   1.2. Officer roles can be filled at any time during the year but they are not formally ratified until the next AM from which time their three year term will start to run.

   1.3. Parish Village Representatives are either proposed by the Village in which they live, or nominated (with their consent) from existing members of the Committee by the Chair, and then appointed in accordance with Para 1.1 above.

   1.4. Parish Organisation Representatives represent Organisations agreed by the Trustees, and are nominated by those Organisations, and then appointed in accordance with Para 1.1 above.

1.5. The roles of Officer, Village representative and Organisation representative are not mutually exclusive. If desirable and convenient, one person could hold two or three of the roles.

1.6. Co-opted roles are sought out and nominated by the Committee, and can be any member of the Parish over the age of eighteen who has skills that are of use to the Committee, and who is prepared to fulfil the role. Co-opted members count towards the maximum of 16 people allowed on the Committee.

1.7. Friends of the Hall are sought out and nominated by the Committee. They are members of the Parish over the age of eighteen, who are happy to help out with tasks and events, but do not wish to become full Committee members. They would normally attend the beginning of Committee meetings, when Events and Tasks are discussed. After that, they can leave or stay as they wish. As they are not Committee members, they can be in addition to the maximum 16 members of the Committee.

2. Removal of Committee Members

2.1. Officers

2.1.1. Officers can be removed during their term of office by the Trustees in accordance with Policy ******

2.2. Non officers

2.2.1. Non officers can be removed by the Chair in consultation with the trustees, in accordance with Policy ******. If the Chair position is vacant, the responsibility falls to the Vice-Chair.

2.3 Organisation Representatives

2.3.1 Organisation Representatives can be removed by the Chair in consultation with the trustees and the Chair of the relevant Organisation, in accordance with Policy ******. If the Chair position is vacant, the responsibility falls to the Vice-Chair.

3. Officer Duties

3.1. The Chair is responsible for:

3.1.1. chairing Committee meetings.

3.1.2. being the representative of the Hall at Events and Public meetings.

3.1.3. ensuring that the Committee works as a cohesive team, within the Rules, Operating Procedures and Policies set down by the Trustees, and that when discussing items such as events, all eventualities are covered and planned for, and that tasks are evenly distributed.

3.2. The Vice Chair is responsible for:

3.2.1. standing in for the Chair when not available.

3.3. The Secretary is responsible for:

3.3.1. controlling all the documentation required for the smooth running of the Committee.

3.3.2. compiling and sending out agendas for meetings (with accompanying papers stored on the cloud storage).

3.3.3. taking the minutes of meetings, and ensuring that they are signed.

3.3.4. storing all documents on the cloud storage.

3.3.5. maintaining the policy register.

3.3.6. maintaining the Committee appointment register.

3.3.7. maintaining the attendance register at Annual Meetings.

3.4. The Treasurer is responsible for:

3.4.1. liaising with the Booking Clerk and issuing invoices to Hall hirers at the end of each month, recording payments, issuing receipts, and chasing late payers.

3.4.2. checking payments into and out of the bank accounts, paying invoices, receiving donations, banking cash collected from all sources, and providing floats for events

3.4.3. submitting quarterly generation meter readings to the Feed In Tariff provider, and monthly electricity meter readings to the supplier.

3.4.4. working with the Trustees to compile an Annual Budget, and preparing reports showing progress against budget, by cost code, for every Committee meeting.

3.4.5. preparing the Annual Accounts in accordance with Charity Commission rules, submitting them to the Independent Examiner, presenting them to the Annual Meeting, and passing them to the Trustees for submission to the Charity Commission.

3.4.6. organising all insurances required for the Hall and Trustees.

3.5. The Booking Clerk is responsible for:

3.5.1. being the point of contact for anyone wishing to hire the Hall

3.5.2. meeting prospective hirers at the Hall as necessary

3.5.3. processing the paperwork for each booking

3.5.4. maintaining the online Booking Diary, which needs to be constantly updated as it is the source of information for the Treasurer for invoicing, and the Maintenance Chair for programming the Heating.

3.5.5. presenting a report to each Committee meeting, covering activity and issues

3.6. The Maintenance Chair is responsible for:

3.6.1. ensuring that the Hall is kept up to date and in the best condition possible, having regard to available finance

3.6.2. ensuring that all items are in working order

3.6.3. chairing the Maintenance Committee meetings which are held up to two weeks before the Hall Committee meetings

3.6.4. monitoring progress on outstanding items of repair or improvement, and suggestions for new works put forward either by Hall users, the Hall Committee, or members of the Maintenance Committee

3.6.5. ensuring that the Maintenance Log, detailing progress, is submitted in time for circulation, and presented to the Hall Committee at every meeting

3.6.6. agreeing the allocation of repair or improvement tasks at the Maintenance Committee Meetings

3.6.7. ensuring the compilation of the annual maintenance suggestions to the Trustees, for inclusion in the next year's budget.

3.6.8. ensuring that all the tasks in the Regular Maintenance Tasks list are carried out on time.

3.6.9. liaising with external contractors and ensuring that they are suitably qualified for the job, and issuing them with access codes for the front door.

3.6.10. ensuring that volunteers who carry out tasks are competent to carry out the task that they are volunteering for, with particular reference to the definition of a competent person in the current Institute of Electrical Engineers Regulations.

3.7. <u>The Safeguarding Lead is responsible for:</u>

3.7.1. owning the Parish Hall's Safeguarding Policy, and keeping it up to date.

3.7.2. ensuring that the Safeguarding Policy is applied to all activities at the Parish Hall

4. <u>Committee Operating Rules</u>

4.1. The Committee will meet approximately once every six weeks, with adjustments for holidays etc.

4.2. Committee meetings are normally held in the Yeo Room of the Parish Hall, at a time which is convenient for the majority of members.

4.3. Committee members eligible for a vote are all members of the Committee excluding the Friends of the Hall.

4.4. The committee will operate within the budget and plan agreed with the Trustees at the beginning of the calendar/financial year. Any changes that result in a variation to the agreed budget will require the treasurer to seek the agreement of the Trustees.

4.5. The Committee must ensure that they are conversant with the Rules, Operating Procedures and Policies set by the trustees, and act within them at all times.

4.6. All Committee members and Friends of the Hall are encouraged to use their skills and experience for the benefit of the Charity.

4.7. Events will be the first discussion item on the agenda for every meeting, after the action log. After the discussion of events, Friends can either choose to leave or stay for the whole meeting.

5. Trustee Operating Rules

5.1. Ordinary meetings

5.1.1. The trustees must hold at least two ordinary meetings each year. One such meeting in each year must involve the physical presence of those trustees who attend the meeting. Other meetings may take such form, including videoconferencing, as the trustees decide provided that the form chosen enables the trustees both to see and to hear each other.

5.2. Calling meetings

5.2.1. The trustees must arrange at each of their meetings the date, time and place of their next meeting, unless such arrangements have already been made. Ordinary meetings may also be called at any time by the person elected to chair meetings of the trustees or by any two trustees. In that case not less than ten days' clear notice must be given to the other trustees.

5.3. Extraordinary meetings

5.3.1. An extraordinary meeting may be called at any time by the person elected to chair meetings of the trustees or by any two trustees. Not less than four days' clear notice must be given to the other trustees of the matters to be discussed at the meeting. However, if those matters include the appointment or removal of a trustee or a proposal to amend any of the trusts of this deed, not less than 21 days' notice must be given. An extraordinary meeting may be called to take place immediately after or before an ordinary meeting.

5.4. Chairing of meetings

5.4.1. The trustees at their first ordinary meeting in each year must elect one of their number to chair their meetings. The person elected shall always be eligible for re-election. If that person is not available, or if no one has been elected, or if the person elected has ceased to be a trustee, the trustees present must choose one of their number to chair the meeting.

5.4.2. The person elected to chair meetings of the trustees shall have no other additional functions or powers except those conferred by this document or delegated to him or her by the trustees.

5.5 Minutes

5.5.1. The trustees must keep minutes, by such means as the trustees decide, of the proceedings at their meetings. In the minutes the trustees must record their decisions and, where appropriate, the reasons for those decisions. The trustees must approve the minutes at their next meeting, by digital signature.

5.6 General power to make regulations

5.6.1. The trustees may from time to time make regulations for the management of the charity and for the conduct of their business, as set out in Para 10 of the First Schedule of the 1938 Conveyance, and also including;

5.7. Accounts, Annual Report and Annual Return

5.7.1. The trustees must comply with their obligations under the Charities Act 2011 with regard to:

5.7.1.1. the keeping of accounting records for the charity;

5.7.1.2. the preparation of annual statements of account for the charity;

5.7.1.3. the auditing or independent examination of the statements of account of the charity;

5.7.1.4. the transmission of the statements of account of the charity to the Commission;

5.7.1.5. the preparation of an Annual Report and its transmission to the Commission;

5.7.1.6. the preparation of an Annual Return and its transmission to the Commission.

5.8. Annual Meeting Structure and Purpose

5.8.1. The Annual Meeting (AM) will normally be held in May of each year, but can be moved to a different time in exceptional circumstances, at the discretion of the Trustees.

5.8.2. All members of the Parish of Thurlestone over the age of eighteen are eligible to attend the AM and vote on resolutions. An attendance register will be maintained by the secretary.

5.8.3. The purpose of the AM is to allow parishioners to find out what is happening at the Hall and have an input into how it is operated. This is achieved by:

5.8.3.1. the presentation of reports by the Chair or Vice chair, and the Treasurer, which will require a vote of approval

5.8.3.2. voting to ratify the appointment and/or re-appointment of Trustees and Officers of the Committee

5.8.3.3. a session of Any Other Business to allow parishioners to ask questions or make suggestions.