DOWNDERRY & SEATON VILLAGE HALL
Main Road • Downderry • Torpoint • Cornwall • PL11 3JX

YOUR SUPPORT IS OUR FUTURE!
Registered Charity no. 1210090

Trustees Code of Conduct, Roles and Responsibilities

Trustees must comply with his/her responsibilities as Trustees set out in the Charity Commission guidance 'The essential trustee (CC3)', Charities Act 2011 the Downderry and Seaton Village Hall Constitution, Policies & Procedures, Rules and Bye Laws and summarised in this document.

In accordance with our Constitution, one third of Trustees must retire each year at the AGM. The Trustees retire by rotation with those who have been longest in office since their last appointment or reappointment. If any Trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot. The Trustee vacancies may be filled by the decision of the members at the AGM. Any vacancies not filled at the AGM may be filled by the members or the Trustees at any time as long as there would not be more than 12 appointed Trustees. Any person who retires as a Trustee by rotation or by giving notice to the CIO is eligible for reappointment.

Trustees Code of Conduct

Trustees

- Shall ensure only Fundraising events are organised that comply with the purposes for which it is set up as stated in its Constitution and for no other purpose.
- Shall ensure the Village Hall complies with charity law requirements and other laws that are applicable.
- Will act in the best interests of the Village Hall.
- Will not allow decisions to be influenced, or seem to be influenced, by the personal interests of any Trustee or the interests of people or organisations connected to the Trustees.
- Will with co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term.
- Shall ensure the Village Hall complies with the law, statutory accounting and reporting requirements.
- Will strive to avoid any conflict of interest between the interests of the Village Hall on the one hand and personal, professional and business interests on the other. If a Trustee is in such a position they must declare a conflict of interest, see Conflict of Interest Policy & Procedure.
- Will not receive any benefit, supply goods or provide a service to the Village Hall, unless it is properly authorised prior to commencement, is clearly in the Village Hall's interests and has

the necessary knowledge, qualifications and if relevant, insurance to carry out the work. This also includes connected persons.

- Will take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice.
- Shall ensure work is carried out so the Village Hall complies with all legal requirements as stated on its Policies & Procedures and Risk Assessments.
- Shall maintain the fabric, fixtures, equipment and fittings of the Village Hall in accordance with current regulations and/or legal requirements. To provide and upgrade equipment and all other facilities when necessary and funds are available.
- Shall raise funds by means of membership fees, hall and equipment hire charges, seeking grants and/or contributions towards the cost of capital projects and any other means provided that there is no significant risk of incurring debt.
- With the help of 'Friends of the Village Hall' organise, promote and run Fundraising Events, all of which must be lawful and in accordance with the Village Hall's purposes.
- Respond to correspondence and messages from other Trustees in a timely manner.
- Shall go out to tender major items/work to at least three contractors, two of whom shall not be Trustees of the Village Hall. If this is found to be impracticable the Trustees may accept one or two tenders. Minor items of expenditure will be at the discretion of the Trustees but will not exceed three percent of the previous year's earned income.
- Shall ensure a contract is validly executed by signature and signed by at least two of the Trustees.
- May claim expenses (No Trustee should be 'out of pocket' as a result of carrying out their normal duties and responsibilities), for:
    - mileage - Rate as specified by the HM Revenue & Customs, when using their own vehicle on Village Hall business. To claim, submit your request to the Treasurer
    - cost of postage for Village Hall business. To claim, give the receipt to the Treasurer
    - cost of telephone calls. To claim, give a copy of your telephone bill clearly marking the calls for which you are claiming to the Treasurer
    - cost of telephone rental, broadband subscription and electricity, so long as these are split to reflect the percentage of time relating to usage on behalf of the Village Hall. To claim, submit your request to the Treasurer
    - and any other expenses as specified in the Charity Commission Guidance Trustee expenses and payment.
- Provide the necessary information for an Enhanced DBS check and Barred List check.

Trustee Meetings

- Make use of his/her skills and experience and take appropriate advice when necessary.
- Attend as many meetings as possible, prepare for meetings, including giving thought to the Agenda items and checking which events listed on the Agenda you will be helping at.
- Trustees normally meet the first Monday in the month and special meetings are called when necessary. Meetings are normally in the evening and last for up to two hours. The Agenda will be sent at least 7 days before the meeting.

- If a Trustee is unable to attend a Trustee meeting he/she should give as much notice as possible and state the reason for his/her none attendance. This can be done either via the WhatsApp Group or in an email sent to downderryandseatonvillagehall@gmail.com. The Trustee should also state which events listed on the Agenda he/she will be helping at.
- A Trustee who fails to attend three consecutive Trustee meetings without providing a written explanation which The Board of Trustees considers satisfactory or who shall be in arrears of membership fees or suspended shall, at the discretion of the Trustees, cease to be a Trustee.
- As is allowed in our Constitution, at the Board of Trustees meeting on 4th November 2024 it was agreed that a quorum of Trustees be increased to 6.
- Decisions are made by the show of hands, unless otherwise decided at the meeting.
- Decisions taken at meetings don't have to be unanimous, but once a decision has been made, all Trustees must comply with it, including any who disagree. If you strongly disagree with a decision, you can ask for your disagreement to be recorded in the minutes of the meeting.

Roles and Responsibilities

Trustees

Trustees, when available, organise and run Village Hall Fundraising Events and do other general duties.

Trustees are key holders to enable them to carry out the role of a Trustee to ensure the smooth running of the Village Hall.

Trustees may be required to attend and complete training courses and workshops to ensure the smooth running of the Village Hall.

Designated Trustees:

- Four unrelated Trustees who live at different addresses are to have access to the Village Hall Bank Accounts. Two signatures are required on cheques and two Trustees must authorise the transferring of monies from the Current Bank Account to pay for goods and services.

Trustee meetings:

- At the beginning of each Board of Trustees meeting, Trustees will be asked if they need to declare a conflict of interest on any agenda item. During a meeting, a Trustee should also declare a conflict of interest which he or she has, with part of a discussion. If a Trustee is uncertain whether or not they are conflicted, they should err on the side of openness, declaring the issue and discussing it with the other Trustees, see Conflict of Interest Policy & Procedure.
- Trustees that would like an item on the agenda should send details to the Secretary at least two weeks before the meeting.
- Prepare for meetings, including giving thought to the Agenda items, such as those listed below and checking which events listed on the Agenda you will be helping at.
- Review Policies and Procedures annually, and if required, research new ones.

- Agree the yearly list of Fundraising Events.
- Review the rate of hire of the Main Hall and associated contents or equipment belonging to the Village Hall.
- Review the cost of food and drink sold at Fundraising Events.

Fundraising Events and Hall Hires:

- Ensure there are sufficient Trustees to set up, run and take down an event and when necessary, to request help from 'Friends of the Village Hall'.
- Sell tickets for Ticketed Fundraising Events and record on spreadsheet.
- Complete Event Notification Forms, TENS etc for events and activities organised outside of the Village Hall on time.
- Set up the Village Hall for Fundraising Events, including setting up tables, chairs, the stage and bar.
- Attend Fundraising Events and complete the tasks at the event, for example, taking payment on the door or for tickets, check tickets on the door for ticketed events sold in advance, sell raffle tickets, man the bar, food preparation and serving, steward at relevant Craft Fairs etc.
- Clear away after a Fundraising Event, including putting away tables, chairs, dismantling the stage and the bar.
- Promote Village Hall Fundraising events and groups and other events and activities taking place in the Village Hall, for example on social media and word of mouth.
- Set up, run and put away a bar, when requested and available to do so.
- Set up, operate and put away the Projector and Screen, as required.
- To show hirers how to use the sound system.
- Empty second fridge, freezer and the two wine coolers in the kitchen, when booked as part of hall hire.
- Create slide shows for showing on the screen at relevant Fundraising Events.
- Put Fundraising Event posters around the villages.

Other tasks, when required:

- Respond to messages in the Board of Trustees WhatsApp Group and emails as quickly as possible.
- Give presentations and talks about the Village Hall when asked by another charity or organisation.
- Replenish stock, check what is required, buy items and prizes for Fundraising Events, stationary and small items for maintenance work when required. When purchases have been made, the Trustee will give the receipt to the Treasurer.
- Replenish stock in the fridge downstairs.
- Keep the book shelves stocked and tidy.
- Research Grants and possible funding avenues, if required.

- Put bunting up around the village, when required and then take down.
- Put up outdoor and indoor Christmas decorations and take down.
- Carry out general maintenance tasks, if able to do so.
- Do monthly checks such as, fire alarms, fire extinguisher, emergency exits and accident book and incidents log entries.
- Let trades people in and if necessary stay with them while they carry out the routine and emergency work and check all ok prior to them leaving the building and the Trustee locking up.
- Trustees who are able, will be the Trustee on call and do daily Village Hall checks, on average 6 weeks per year.
- Complete any other tasks as necessary.

Chair

- The Chair shall preside at Trustee meetings. In his/her absence the duty shall devolve upon the Vice-Chair or neither are available, the Trustees present may appoint one of their number to chair that meeting.
- In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
- Make sure the decisions of the Trustees are carried out.
- If the Secretary is unable to attend a meeting, appoint another Trustee to take the minutes.
- Has authority to spend up to £50 without reference to the other Trustees.

Vice-Chair

- In the absence of the Chair, the Vice-Chair shall preside at Trustee meetings.

Treasurer (average of 20 hours per week)

- Receive and account for all monies belonging to the Village Hall.
- All money received by the Treasurer, with the exception of a float, must be paid into the Village Hall bank accounts.
- Pay designated Trustees for goods purchased on behalf of the Village Hall when a receipt is received.
- Ensure work is carried out so the Village Hall complies with all legal requirements stated on its Policies & Procedures and Risk Assessments.
- Pay general maintenance and utility bills of the Village Hall on time.
- Pay for other goods or services as the Trustees shall authorise.
- Provide a monthly statement of income and expenditure to the Trustees for its monthly meeting and any other meets as necessary.

- Prepare the yearly balance sheets and submit them to the Examiner and shall provide other balance sheets required by the Trustees for their approval.
- With the Secretary's assistance, prepare the financial documents called for by HM Revenue & Customs and/or any other relevant Body.
- Send the statements of account, reports and returns to the Charity Commission, within 10 months of the financial year end.
- Prepare floats for Fundraising Events.
- Prepare the Membership Application form with the help of the Secretary.
- Maintain an up-to-date list of members and a mailing list.
- Arrange for membership renewal payment to be collected.
- With the assistance of the Trustees, ensure that everyone who has a Snooker Room key has renewed their membership or arrange for the key to be returned.
- With the assistance of the Trustees, ensure all members of Village Hall Groups have paid.

Secretary (average of 25 hours per week)

- Carry out the directions of the Trustees.
- Attend all meetings and take minutes of such meetings, unless he/she has given notice of being unable to attend such a meeting.
- Any Trustee can call a meeting, however, it is normally the Secretary. The Trustee calling the meeting is responsible for preparing and issuing the Agenda and writing the minutes. Agendas should be sent to all Trustees at least one week prior to the meeting and minutes sent to Trustees within one week of the meeting.
- Shall supply a copy of requested Village Hall documents to any member or person having an interest in the Village Hall on receipt of the payment as may be determined by the Trustees.
- Produce Information Posters and any other documents as required.
- Deal with Correspondence sent to the Trustees.
- Ensure the Constitution is correct, up-to-date and any changes notified to the Charity Commission.
- Ensure Policies and Procedures are up-to-date, in the correct format and reviewed at least annually.
- Prepare and deal with correspondence and do the relevant checks relating to the recruitment of Trustees. Prepare the information pack for new Trustees.
- Add new Trustees to the relevant Village Hall documentation and systems and send their details to the relevant external organisations.
- Maintain the Conflicts of Interest Register and ensure it is kept up-to-date.
- Prepare the yearly list of Fundraising Events for agreement by the Trustees.
- Ensure Event Notification Forms, TENS etc for events and activities organised outside of the Village Hall are submitted on time.

- Ensure the Village Hall website and Calendar are kept up-to-date including notifying Village Hall Groups & Hall Hires when their regular bookings/session is cancelled due to a major Village Hall Fundraising Event, such as Panto and Summer Craft Fair.
- Ensure the cleaning duties are covered each week.
- Complete the written agreement when the Trustees agreed that a Trustee or connected person undertakes work for the Village Hall.
- Ensure Fundraising Posters contain all the information necessary to comply with Charity Commission requirements, our Constitution and Bye Laws & Rules.
- Ensure Fundraising Events are advertised in appropriate media and formats, for example individual, weekly and monthly posters.
- Use the annual budget of £250 for the purpose of advertising Fundraising Events, for example placing adverts and printing of posters larger than A3.
- Ensure ticket sales are sold in accordance with our Bye Laws & Rules and Village Hall Procedures.
- Maintain a list of email addresses for those who have signed up to receive updates on Village Hall Fundraising Events.
- Send the Village Hall News & Events email at the beginning of each month and as necessary.
- Responsible for issuing Booking Forms or pointing people to the online forms on our website www.downderryandseatonvillagehall.co.uk/hire/hall hire bookings.
- Ensure Booking Forms are correct, send confirmation email, take any other such actions as required based on the booking and that payment is received.
- Arrange Village Hall viewings for people considering hiring the main hall.

Signed by 2 Trustees on behalf of all Trustees

Keith Smith
2nd November 2026

Marian Candy
2nd November 2026

Last updated November 2026