

## **Trustee Induction Pack**

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## **Amendments to Declaration of Trust**

Amendment March 2002 (Minutes) (Already uploaded to Charity Commission)  
Carol McCann proposed a resolution, which was seconded by Leonard Abbott, to the effect that paragraph 4 of the Trust Deed be amended to read "the parish of Gittisham and it's environs".

To be agreed and uploaded to the Charity Commission website

Resolutions to amend the Trust Deed to include 2 points to update the Trust Deed plus 2 general terms:

Throughout the document – bringing the document into modern day expectations:

“Man” should be read as “Person”

“Hall Committee” to be read as Trustees

Section 1 (Trust of Premises)

Objects:

The object of the The Gittisham Parish Hall (GPH) shall be the provision and maintenance of GPH for the use of the inhabitants of the Parish of Gittisham and the surrounding neighbourhoods, without distinction of gender, age, disability, race, religious or political opinions.

Including use for: (a) Meetings, lectures and classes, and (b) Other forms of recreation and leisure-time occupation, with the object of improving the conditions of life and social welfare of the inhabitants. The hall is the main place to gather in the village.

The Trustees reserve the right not to hire the hall.

Hall Committee

Number 5 – Public Meetings to be held between 1st day of April and the 15th day of May in each year.

NB. This needs to be proposed and seconded within the minutes and then the Charity Commission advised of this resolution, with the hope that they will raise no objection.

# **Instructions for Trustees and the running of the Committee**

**Name: The Gittisham Parish Hall** - Registered Charity No. 308107

**Address:** The Gittisham Parish Hall, Gittisham, HONITON, Devon, EX14 3AF

**Leasehold:** Runs from 25<sup>th</sup> March 1933 for 999 years.

Lease updates on 8<sup>th</sup> May 1998 by Richard Marker and The The Gittisham Parish Hall

**Title Deed:** March 1933 (Richard RK Marker and the Trustees at the time)

Amendment – Minutes of February 2002

## **Governance**

We are governed by the original Title Deed and Lease drawn up in March 1933 and it is important to familiarise yourself with the attached transcription of this. This document aims to set out clearly the responsibilities of the Trustees and how the Committee runs day to day. (Copy to be found on website in the committee member section).

**NB.** All original documentation for the Hall is kept in a safe place. All trustees should be familiar where appropriate that hard copies are in possession of the Secretary with electronic copies on the Website.

## **The Managing Trustees (Hall Committee) Clauses 4- 8 of Trust Deed**

As an elected member of the Parish Hall Committee you will become a **Managing Trustee** and as such your duties are to manage on a day to day basis. Defined by “The Charities Act 1993 (S97)”

As a managing trustee – you will provide details your name, D.O.B., phone number and email address.

**NB. Please refer to section 17 of Action with Communities in Rural England (ACRE) – Trustees Roles and Responsibilities (Website) for more detailed information.**

**As a Managing Trustee you must:**

- **Know and follow The Charity governing document** – All trustees should read this document on appointment and it should be readily accessible.
- **Act in the charity’s best interests** – Trustees must always act in the best interests of the charity
- Trustees should make **decisions that benefit the hall** and its users, rather than personal or external interests or prejudices.
- **Conflict of interest** - If a trustee stands to gain personally or professionally from a decision, they must declare the conflict and remove themselves from the discussion to ensure full transparency and fairness.
- **To Act together** - trustees should act together in the administration of the charity.
- **Manage The Charity finances responsibly**
- Trustees must reside in the Parish (Clause 8)
- **Must Be 18 years and over and** subject to **the exceptions** specified in the Charities Act 1993 (Section 72) shown below, i.e. a person who:

### **Exemptions from being a Trustee**

- has been convicted at any time of any offence involving deception or dishonesty, unless the conviction is legally regarded as spent (offences falling within this section are those where the definition of the offence requires proof of dishonest intention); or
- is an undischarged bankrupt; or
- has made compositions with his creditors and has not been discharged; or
- has at any time been removed by the Commissioners or by the court in England, Wales or Scotland from being a trustee because of misconduct; or
- is disqualified from being a company director; or
- is subject to an order under section 429(2)(b) of the Insolvency Act 1986

**Election** - Managing Trustees, shall hold office until re-elected at either the Annual General Meeting (AGM) or a Special General Meeting (SGM) of the Charity, at which time they may offer themselves for re-election.

**Numbers required** - Managing Trustees shall consist of:

- No less than 5 elected members

**Trustees**- Should be inhabitants of the Parish and 18 years and upward. (Section 8)

**On Appointment** -Members will be given a copy of the Trust Deed transcription with any amendments and this document alongside a copy of the Charity's latest report and statement of accounts.

### **Officers of the Management Trustees**

#### **Chair and Vice-Chair**

- **AGM** - The Chair and Vice-Chair remain in office until their respective successors are elected.
- **First Ordinary Meeting** - At the culmination of the AGM, the committee shall elect a Chair and may elect a Vice-Chair for their future meetings.

#### **Secretary and Treasurer**

- **The Trustees** shall elect a secretary and treasurer and may remove them at their discretion.

#### **Meetings of the Trustees**

- Number: Meetings** will be held **once a month** and it is a requirement that trustees must attend a **minimum of 6 in any calendar year** to retain a position upon the Committee as set out in the original title deed (apologies should be received prior to the meeting).
- Quorum:** Is a third of the Committee or 3 whichever is the greater.
- Extra or Special meetings** may be called at any time by the Chair or any two of the Trustees with not less than ten days' notice having been given to all other members.
- If the **Chair is absent** from any meeting, the Vice-Chair (if any) shall preside; otherwise the members present must, before any other business is transacted, choose one of their number to be Chair of the meeting.
- Votes.** Every issue may be determined by a simple majority of the votes cast at a meeting of the Managing Trustees. **Casting vote**- Where a vote is tied the Chair of the meeting may cast a second or casting vote.

## **Recording of Meetings**

The Trustees must keep proper minutes of their meetings. The minutes must be distributed for inspection to all members of the Management Committee and the Website.

### **The minutes must be retained by:**

- the secretary or
- another suitable person appointed by the Management Committee to do so.

## **GPH Trustees Induction and Declaration**

### **Preamble**

The Gittisham Parish Hall (GPH) Committee is required to have no less than 5 trustees, all of whom are re-elected annually at the AGM. The Committee consists of a number of elected officers with specific roles (Chair, Secretary, Treasurer), along with other trustees who reside in the Parish of Gittisham and are interested in the continued development of the hall at the heart of our community. Trustees contribute in many ways linked to prior experience which may help to develop the charity, and are committed to the traditions and role of the Hall within the community.

New trustees must understand and accept the responsibilities of a charity trustee, the acceptance of which is formally minuted and uploaded to the Charity Commission Website. In addition, they need to be able to demonstrate that they are willing to voluntarily commit time to support the Hall. There is an expectation that new trustees will have access to e-mail, the internet and Whats App to aid the distribution of minutes etc.

### **Trustee Induction**

On joining the Gittisham Hall Committee, new trustees are given a pack of information (mostly in electronic form), which includes but is not restricted to the following:

- A copy of the Gittisham Parish Hall Declaration of Trust, 1933
- A transcription of the 1933 Declaration of Trust
- A copy of the Gittisham Village Hall Lease, 1933
- A copy of the Combe Estate Lease, 1998
- Details and minutes of subsequent amendments to the trust deed, 2002 (Last but one paragraph)
- Booklet CC3, "The Essential Trustee", published by the Charity Commission (Copy on GVH Website). Follow link: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>
- The Essential Trustee Diagram (GVH Website)
- Recent Gittisham Village Hall Annual Reports
- Minutes of Village Hall meetings covering the last 12 months (GVH Website)
- List of current trustees including postal and e-mail addresses

To supplement the induction pack, new Trustees will be able to draw on the experience of elected officers and to familiarise themselves with key aspects of the charity's operations. An overview would be based around the following:

<b>Chair</b>	The role and values of GPH in the community
	Trustee responsibilities and the new trustee's specific role
	Future refurbishment plans

Overview of the GPH website, including location of current policy documents

**Vice Chair** To support the Chair in the roles stated  
Fill in for the Chair as required

**Secretary** Committee meetings and minutes  
Holding of any GPH hard copy documents

**Treasurer** Financial policy & procedures  
Current and projected financial position  
How the finances are analysed and presented  
Pricing Policy for Hall  
Insurance  
Payment of all services (Gas, electricity etc)

**Booking Secretary** (Paid position) Not Trustee

Implementation of bookings policy  
The hiring agreement and terms & conditions of hire  
Overview of the user community and bookings calendar  
Viewings of Hall

**H&S Officer** H&S policy and procedures  
Risk assessments and monthly “walkthroughs”  
Identification of any concerns in the building

### **Trustee Declaration**

On completion of the induction, the new Trustee is required to sign the attached declaration.

Gittisham Parish Hall

Gittisham

Honiton

EX14 3AD

Registered Charity No: 308107

### **Declaration by Charity Trustees**

I have received and studied the Deed of Trust of the charity and support its purposes.

I realise that as a member of the Parish Hall Committee I am one of the organisation's trustees, and I understand the duties and responsibilities involved, as explained to me and

indicated in the Charity Commission Leaflet CC3: The Essential Trustee.

I am not under 18 years of age and am not disqualified\* from serving as a member of the committee, and in the event of my becoming disqualified, will take no further part in the affairs

of the charity whilst such disqualification lasts.

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

(This information is required for the completion of the Charity Commission's annual return).

\* The Charity Act 1993 lists disqualifications as:

- an unspent conviction for an offence involving dishonesty or deception
- an undischarged bankruptcy
- an undischarged composition or arrangement with creditors
- having been removed from the office of charity trustee by the Charity Commission or High Court
- being subject to a disqualification order under the Company Directors' Disqualification Act 1986

