

## Upper Rissington Village Hall



# Internal Governance

The Upper Rissington Village Hall Trust meets the requirements of the Charities Commission and was registered on 15 July 2015. It is governed by the requirements of the Constitution and managed by the Trustees named in that document (as amended).

Whilst the Constitution contains the framework of governance, it is considered appropriate to state additional requirements to ensure the effective running of the Trust.

### **1 The Trustees**

The Trustees, through the Chairman, shall conduct its activities as laid down in the relevant sections of the Constitution to achieve the Objectives of the Trust.

These activities shall be implemented through the URVH management system. This management system shall comprise processes and procedures agreed by the Trustees and maintained by the Secretary. Draft procedures shall be circulated to members who have 30 days to comment. No comment shall be taken as tacit acceptance. All current procedures are maintained on the dedicated Google Drive.

In accordance with Section 15 of the Constitution, the Trustees shall hold one Annual General Meeting, nominally in July of each year. Trustees shall be given no less than 14 days' notice of this meeting together with a draft Agenda on which to comment. This meeting shall be conducted as required by the Constitution and an Annual Report shall be made available to the residents of Upper Rissington.

This does not preclude, under section 15 (1) (a), any Trustee calling a meeting of the Trustees through giving a notice of a valid reason to the Chairman.

The Treasurer shall maintain throughout the year financial records to meet the requirements of the operation of the Trust and the make the appropriate annual returns to the Charity Commission.

Trustees are required by the Charities Commission to be aware of the legal requirements applying to Charitable Trusts and also the requirements of the Charities Commission. Changes to these requirements are highlighted through "Charity Commission News" which will be promulgated when received by the Secretary on the Google Drive.

## 2. Management Committee

In accordance with section 14, the Trustees have delegated the day to day running of Upper Rissington Village Hall to the Management Committee<sup>1</sup>. This Committee shall conduct its work in accordance with section 14 (1) of the Constitution and the directions given by the Trustees. Co-opted members, members who are not Trustees, may serve a maximum initial period of three years.

Members of the Committee, elected as described in urvh 11, are required to represent the Trust in a professional manner at all times.

The Committee carries out its business through no less than twelve (12) scheduled meetings each calendar year. Minutes of the meetings, detailing decisions made, tasks assigned and stating the date of the next meeting, shall be distributed to members not more than 7 days after the meeting. Members are required to partake in all the tasks which they have been assigned by the Chairman in a timely manner and to the best of their ability.

To ensure that the work of the Committee continues in a competent manner, members are requested to attend all the meetings when practicable. Should a member be unable to attend a meeting when notice is given, he or she shall advise the Secretary. If the Secretary receives such notice from more than 50% of the members, he will advise the Chairman with a view to changing the date of the meeting to facilitate attendance. Any member who has assigned responsibilities and cannot attend the meeting should send an update to the Secretary so that it may be read out at the meeting.

In line with section 12 (1)(b) of the Constitution, a member ceases to hold office if he or she is absent, without the permission of the Chairman, from all the meetings held within a six month period. The member is entitled to attend a further meeting to make representations prior to such removal.

In conformance with good governance, a record of attendance at meetings shall be maintained.

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<sup>1</sup> Hereinafter referred to as the "Committee"