

Sheriff Hutton Village Hall CIO

Governance Policy

In accordance with the constitution of Sheriff Hutton Village Hall CIO, the hall is held in trust for the benefit of:

'the inhabitants of the civil Parish of Sheriff Hutton with Cornborough in the County of North Yorkshire, without distinction of political religious or other opinions, including but not limited to use for meetings lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.'

It is managed and administered by a committee of trustees who aim meet approximately every 6-8 weeks, with a minimum of 4 meetings per financial year.

AGM and Election of new Members

An Annual General Meeting (AGM) is held each year, at which;

- new members can be voted on to the committee
- three members are nominated and elected to take the roles of Chair, Treasurer and Secretary for the coming year
- the accounts for the last financial year are approved

In accordance with the CIO constitution, trustees can be co-opted on to the committee at any minuted Trustee meeting. Trustees can remain on the committee for up to 5 years, at which point they must be re-elected.

New members must declare any conflict of interest they may have with the CIO. Members are not to have any interest in property belonging to the Charity, other than as a Trustee, or receive any remuneration, or be interested in the supply of work or goods at the cost of the Charity.

Notice of an AGM or EGM (Extraordinary General meeting) will be given at least 7 days before the meeting.

Organisational Structure and Responsibilities

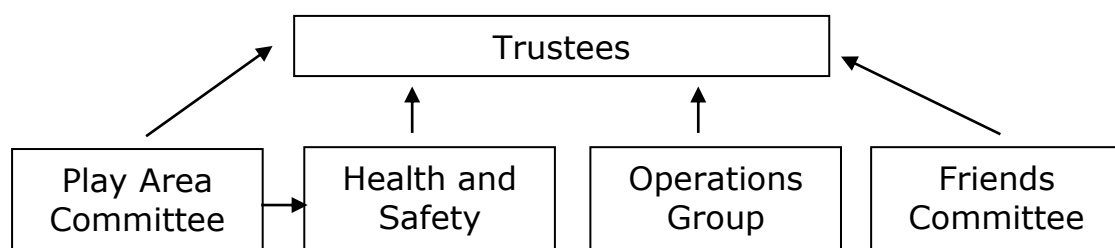
Trustee Committee

It is the responsibility of the Trustees to ensure that the hall remains a safe, affordable and welcoming community provision at all times.

They are responsible for the overall management of the hall, its assets and its land including:

- Developing, implementing and updating an overall strategy for ensuring that the Village Hall continues to achieve the purposes for which it exists.
- Ensuring all aspects of the organisation and its assets remain lawful and compliant at all times, with particular emphasis on Health and Safety, Equality and Diversity, Safeguarding and Finance.
- Arranging appropriate building, contents and liability insurance.
- Managing the CIO's financial accounts.
- Sanctioning and overseeing significant expenditure, structural and policy changes.
- Recruiting and managing committee members
- Addressing complaints (internal and external)

There are four sub-committees that assist the trust committee in its responsibilities.



Health and Safety Group – Conducts regular safety checks and reports findings and recommendations directly to the trustees. See Health and Safety policy for full details.

Operations Group – Responsible for day-to-day running of the hall including bookings, cleaning, small purchases, maintenance and invoices. Sends recommendations for significant purchases/changes to Trustees.

Friends Group – responsible for arranging fund-raising events.

Play Area Committee – Conducts regular safety checks of the play area and its equipment. Arranges annual external safety check and reports all findings to Health and Safety Group. Raises funds for replacing and updating play equipment in the play area.