

Pilton Village Trust

Policies

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Objectives

The Pilton Village Hall and Pilton Working Men's Club are held in trust by the Pilton Village Trust (the Trust) for the benefit of the inhabitants of the Parish of Pilton without distinction of political, religious and other opinions.

The building is used for meetings, education, recreational and leisure activities with the object of improving the conditions of life for the inhabitants within the area of benefit.

The Trust is a registered Trust (Charity number: 233541), and is vested with the Official Custodian of Charities. The Management Committee (Trustees) are responsible for the running of the Trust.

The Trustees will consist of elected and co-opted members, if required.

Financial

Policy: To provide adequate funds to secure the objectives of the Trust.

Notes

It is the fundamental obligation of all Trust trustees to protect the property of their Trust and to secure its application for the objects of the Trust. In order to discharge this duty it is essential that there are adequate internal financial controls over the Trust's assets and their use.

Controls are a necessary feature of any well-run organisation. Because of the special characteristics of the charitable sector, they play an essential part in helping to show potential donors and beneficiaries that the Trust's property is safeguarded, and that its management is efficient.

The Trust accepts and implements the guidance provided by the Charity Commissioners in the management of its operations, as follows:

- The trustees are under a duty to ensure that the Trust keeps proper books and records, and that annual accounts are prepared. The Annual Report and accounts should conform to any relevant requirements and recommendations
- Trustees must ensure that the accounts are subjected to external scrutiny, if that is required by legislation or by the Trust's governing document.
- Trustees need to formally approve the Trust's Annual Report and accounts.
- Trustees will be provided with copies of the Trust's report and accounts each year. New trustees will, on appointment, be given a copy of the latest accounts and a copy of the Trust's constitution.

Controls over expenditure and Purchases

It is important for trustees to bear in mind that they are responsible for all expenditure of charitable funds and have to

account for how the Trust's funds have been applied and to ensure that adequate checks are made to both confirm that purchases have been properly authorised, and that goods or services ordered have been received.

Trustees' liabilities

No system of controls can guarantee that a Trust will be totally protected against abuse. Trustees often express concern about the extent of their personal liability in the event of any loss to the Trust through misappropriation or misapplication of its funds. Having sufficiently rigorous controls provides not only protection for the Trust property but also forms the best defence against a charge of failing to protect the Trust's funds and thereby being in breach of trust. If funds are lost through trustees neglecting their duty of care they could be held personally liable to repay to the Trust the funds lost. However, if reasonable controls are in place then trustees are un-likely to find themselves in the position of having to make good any such losses.

Reserves

The Trust will, as funds allow, accrue a reserve of not less than 1% or more than 5% of the insured value of Trust's property. This fund will be used to finance unexpected costs incurred in maintaining the property. (Current insurance valuation: £1.6 million)

Hiring

Policy: To facilitate the hire of the facility for the benefit of the inhabitants of the Parish of Pilton without distinction of political, religious and other opinions.

Notes

Most parts (1) of the building are available for hire for any lawful purpose, but the Trustees reserves the right to refuse a hiring without giving any reason. No one under the age of 18 can hire the facility or any part thereof. All hire is subject to the rules set by the Trustees in the hire agreement and the terms and conditions. The hire agreement and the terms and conditions must be signed and returned before a hire is confirmed.

Hires made by people and organisations outside the area of benefit will be subject to a commercial hire charge.

Hires made by inhabitants, non-profit making organisations and small businesses within the area of benefit will be subject to a discounted hire charge as set by the Trustees.

Charities within the area of benefit may apply, in writing, to the Trustees for an exemption from the hire charge.

A table of hire charges will be published.

- (1) Worthy kitchen will be available for hire by persons or organisations that have relevant certification or have been adequately trained in the use of the kitchen equipment.

Social Use

Policy: To actively encourage the use of the premises by people and organisations within the area of benefit.

Equal Opportunities

Policy: The Trust will not discriminate directly or indirectly against anybody (whether staff, volunteers, committee members, users or the community in general) on the grounds of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

Health and Safety

Policy: To

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), contractors, volunteers, committee members and hirers.
- b) Keep the village hall and equipment in a safe condition.
- c) Provide such training and information as is necessary for staff, volunteers and users.
- d) Conduct regular safety audits.
- e) Comply with current Health and Safety legislation.

Notes

It is the intention of The Trust to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Trust considers the promotion of the health and safety of all who work within or use its premises, including contractors who may work there, to be of great importance. The Trustees recognise that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, they encourage all who work within or use its premises to engage in the establishment and observance of safe working practices and will recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Safeguarding Children

Policy: The Trust will strive to provide children and young people with a safe environment while they are on the premises.

Notes

The Trust will make sure that the hirers are aware that they are responsible to ensure that any activities for children comply with the provisions of The Children Act of 1989, and any subsequent legislation, and that only fit and proper persons have access to the children. Hirers may be required to supply evidence of a Disclosure and Barring Service (DBS) check.

Complaints

Policy: To address any complaints in accordance to the Trusts complaints procedure.

Pilton Village Trust Complaints Procedure

Pilton Village Trust takes complaints seriously and will address any complaint the following ways:

Complaint against Pilton Village Trust

The complaint should be sent, in writing, to the Chairman of Pilton Village Trust who will convene a full Trustee meeting to seek a resolution to the complaint. The originator of the complaint will be given the opportunity to be part of the meeting. If no resolution is found the issue may be referred to the Charity Commission by the originator of the complaint.

Complaint against a Trustee (or Trust Chairman)

The complaint should be sent, in writing, to the Chairman of Pilton Village Trust, or the case of a complaint against the Chairman, the Vice-Chairman, who will convene a meeting consisting of the Chairman or Vice-Chairman and another Trustee. The original complainant and the Trustee against whom the complaint is made will be invited to the meeting. If no resolution is found, the complaint will be referred to a full Trustees' meeting. The decision of the Trustees will be final.

Complaint against an Employee

The complaint should be sent, in writing, to the Chairman of Pilton Village Trust. However, the complaint will not be processed unless the original complainant has discussed the complaint with the line manager of the employee. If no resolution can be resolved the complaint will be treated in the same way as a complaint against a Trustee.

Operational Complaint

The complaint should be sent, in writing, to the Chairman of Pilton Village Trust. However the complaint will not be processed unless the original complainant has been through the operational complaints procedure. If no resolution can be resolved the complaint will be treated in the same way as a complaint against a Trustee.