

## **Felton Village Hall Code of Conduct for Trustees**

This Code of Conduct is adapted from the template provided by the Charities Commission.

By reading this document and accepting the role of a charity trustee of The Village Hall (Felton) all Trustees agree to the following responsibilities:

### **General Conduct**

- the Trustees are required to act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which charity trustees do not have relevant expertise.
- the Trustees are required to act in the best interests of the charity at all times

### **Independence**

- the Trustees are required to act independently, particularly in relation to assets, property, legal and regulatory obligations
- the Trustees should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of the charity or its volunteers and employees. More specifically charity trustees:
  - should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties;
  - must avoid actual impropriety and any appearance of improper behaviour
- the Trustees must not act in order to gain financial or other benefits for themselves or for any persons connected to them such as their family, their friends, or any organisation that they own, manage or work for
- The Trustees should not accept any gifts or hospitality that might reasonably be thought to influence them in carrying out their role as a charity trustee.

### **Charity Trustee Roles**

The Trustees should:

- understand and perform their roles and responsibilities to the best of their abilities at all times.
- be prepared to provide adequate time and commitment as required to fulfil the role of a charity Trustee, adequately preparing for meetings and participating in committees and special events when required.

## **Committee Meetings**

The trustees should:

- aim to attend all meetings, contribute appropriately and effectively, and avoid dominating the contributions of others
- always respect the authority of the Chairperson of the Management Committee, and the Chairperson of any meeting
- bring a fair and open-minded view to all discussions of the Management Committee, maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of the charity
- bring a genuinely independent perspective to enhance decision-making, given that Trustees share responsibility for Management Committee decisions
- ensure their contributions are informed and impartial when presenting views on topics in meetings while listening to and respecting the input and experience of other Trustees

## **Volunteers and those working within the Charity**

The Trustees should:

- aim to support volunteers and those working in the Hall in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in the charity should conduct themselves in order to reflect the values of the charity
- work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoids giving offence
- accept and respect the difference in roles between the Management Committee on the one hand and volunteers and those working in the Hall on the other, ensuring that the board, volunteers and any employees work effectively and cohesively for the benefit of the charity and develop a mutually supportive and loyal relationship by:
  - respecting management arrangements and avoiding any actions that might undermine such arrangements;
  - not interfering in the performance by volunteers or those working in the Hall of duties delegated to them within the charity, while ensuring that they are held to account through the Officer responsible for them

## Legal Requirements and Policies

The Trustees must:

- act in accordance with the charity's governing document and ensure that the charity complies with all applicable laws including charity law, company law, health and safety law, data protection law and employment law.
- promote and preserve the obligations of confidentiality about sensitive Management Committee matters. However, the requirement for confidentiality may not apply if it becomes necessary for the Trustee to inform the Charities Regulator or any other statutory body about any matter, which could threaten the future of the charity or could represent a breach of any law with which the charity is required to comply.
- declare any potential conflict of interest or loyalty on appointment or whenever these occur and if a matter is discussed which could impinge on that interest or loyalty, withdraw from the meeting for the period of the discussion and take no part in decision making on that matter.
- abide by the Fair Treatment Policy and any other policies agreed by the board.
- ensure that claims for out of pocket expenses are made in accordance with agreed procedures set out in the Finance Policy.

Where a Trustee is found to be in breach of the standards outlined by this Code of Conduct he or she will be asked to meet with the Chairperson of the Management Committee to assess his or her suitability for the role. Consistent breach of the Code of Conduct by a Trustee may result in the Trustee's tenure being terminated.

This Code of Conduct will be reviewed annually. The next review is due in August 2023

This Code of Conduct was formally adopted on June 28 2021

Signed

Eileen Cameron

Chair

Legal Disclaimer:

The template document is issued by the Charities Regulator under section 14(1)(i) of the Charities Act 2009, to encourage and facilitate the better administration and management of charitable organisations. It is published as part of a suite of guidance, intended to provide support to charity trustees to meet their legal duties, by putting in place systems, processes and policies which ensure charities are managed in an effective, efficient, accountable and transparent way.

This document is a template only, it does not, nor is it intended to be, a definitive statement of the law and it does not constitute legal advice. Charity trustees are recommended to consult their governing document or to obtain their own independent legal advice where necessary. The Charities Regulator accepts no responsibility or liability for any errors, inaccuracies or omissions in this document.