

**THE CHARITY COMMISSION FOR ENGLAND AND WALES**

Under the power given in the Charities Act 2011

Orders that from today, the

**12 March 2019**

this

**SCHEME**

will alter or affect the existing trusts of the charity

formerly known as

**MULLION HALL AND WOMENS INSTITUTE (227391)**

and now to be known as

**MULLION VILLAGE HALL (227391)**

at

Mullion, Cornwall

*Rosie Stokes*

**A member of staff of the Charity Commission authorised to act on behalf of the  
Charity Commission**

**1. Definitions**

In this scheme:

"the charity" means the charity identified at the beginning of this scheme.

"the Commission" means the Charity Commission for England and Wales.

"the governing document" means the Trust Deed dated 29 January 1932 as amended by resolution dated 8 March 2018.

**ADMINISTRATION**

**2. Administration**

The charity is to be administered in accordance with the governing document as altered or affected by this scheme.

**3. Alteration of governing document**

The existing governing document will take effect with the replacement of clause 1 of the Trust Deed dated 29 January 1932 with the following:

*To further or benefit the residents of Mullion and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.*

*In furtherance of these objects but not otherwise, the trustees shall have power:*

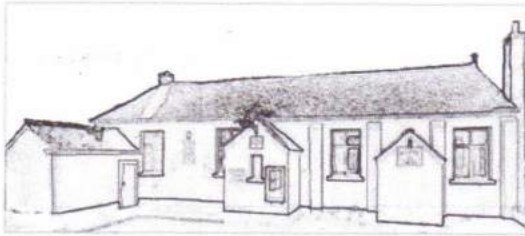
*To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.*

**GENERAL PROVISION**

**4. Questions relating to the Scheme**

The Commission may decide any question put to it concerning:

- (1) the interpretation of this scheme; or
- (2) the propriety or validity of anything done or intended to be done under it.



THE  
MULLION VILLAGE HALL  
CONSTITUTION AND GOVERNANCE  
ARRANGEMENTS

Mullion Village Hall  
Nansmellyon Road  
Mullion  
Cornwall

VERSION 01 – Approved by the Hall Management Committee 8 March 2018

VERSION 02 – Amended to include Charity Commission Scheme details 3 March 2019

Submitted to Charity Commission for inclusion as part of charity details number 227391 – 14 March 2018, 5 March 2019

Author: Jill Henderson, Volunteer Co-Opted Member of the Hall Management Committee

*It should be noted that this Document contains amendments, to the 1932 Trust Deed (original governing document of the Charity*



## Contents

Section	Title	Page
1	History – How the hall came about	1
2	Introduction and Purpose of the Constitution Document	1
3	Ownership and Name of the Hall	2
3.1	Title Deed – who owns the Hall	2
3.2	Name of the Hall	3
4	Charitable Status	3
4.1	Reporting Requirements of the Charity	3
4.2	Changes to Charity Details	4
5	Objectives of the Charity	4
6	Roles, Responsibilities and Power of the Trustees	5
6.1	Legal Appointment of Custodian/Holding Trustees	5
7	The Hall Management Committee	6
7.1	Recruitment of Custodian/Holding Trustees and Committee Members	6
7.2	Dealing with Conflicts of Interest and Loyalty	7
7.3	Powers of the Committee	7
7.4	Meetings of the Committee	8
8	Annual General Meeting (AGM)	8
9	Special General Meeting(SGM) or Emergency General Meeting (EGM)	9
10	Finance	9
10.1	Insurance	10
10.2	Utilities	10
10.3	Council Tax	10
10.4	Indemnity	10
11	Amendments to the Constitution	11
11.1	Bringing Amendments of the Constitution into Effect	11
11.2	Adoption of the Constitution Document by the Committee	11
12	Operating Procedures and Policies	12
13	Procedure for Dissolving the Charity and Selling the Charity's Land and Property	12

Appendix A – The Hall Historical Events Time-Line

Appendix B – Mullion WI letter from President

Appendix C - Land Registry Title Deed [pending]

Appendix D – List of Custodian/Holding Trustees of the Hall

Appendix E – Roles and Responsibilities of the Management Committee

Appendix F – Charity Commission Trustee Eligibility Declaration

Appendix G - Spending Authorities and Limits

Appendix H – List of Charity Commission Financial Guidance Documents

Appendix I – Constitution Agreement

*The Appendix listed may be up-dated at any relevant time without causing an amendment to the Constitution document to be initiated.*



## 1. History – How the hall came about

The building, located in Nansmellyon Road, Mullion, now used as the village hall and its status originally arises from, and is defined in, a Trust Deed drawn up on the 29 January 1932 by Cecilia Daumas Plantin. This Deed identifies the leasing of a piece of land, for one thousand years, to eleven village Trustees for the purpose of *building or cause to be built a hall, club, institute or room with all necessary outbuildings and offices and permitting the premises to be used for the term of one thousand years as a place of recreation and social intercourse under the name of "The Mullion Hall and Womens' Institute" (hereinafter referred to as "the Institute") for the advantage and benefit of the female inhabitants of the parishes of Mullion and Cury.* The document states that the management and control of the Institute shall be *vested in a Committee (constituted) ...consisting of Trustees and other members.* The land was originally part of Lord Clifden's estate.

As this 1932 Trust Deed identifies fifteen Regulations which apply to the constituted committee it provides a governing constitution and as such is a legal document. On the 22 February 1962 a legal Assent (agreement) in respect of the giving of the freehold land and property to the eleven Trustees was made and as such the Trustees became the lawful owners of the hall on behalf of the women of Mullion. This legal agreement created a merger of the leasehold and freehold titles and brought to an end the one thousand year lease term defined in the original deed. The first registration of the freehold title to the hall was made in January 2018 and was legally completed with the Land Registry in the names of the three current Trustees in 2019.

To ensure all the historical events in relation to this important building in Mullion village are fully recorded for future reference a time-line depicting the series of events for which information is available has been included as *Appendix A*.

Today the hall remains a very prominent building in local village life, it is a registered charity and is used for social and recreational purposes for the benefit of the community without distinction of gender, age, sexual orientation, disability, nationality, race, political and religious or other opinions.

As part of this overall history of the hall it is also worth noting that Cury village established its own village hall, by conveyance dated 11 June 1968 and this is also a registered charity in its own right.

## 2. Introduction and Purpose of the Constitution Document

On the 18 January 2018 a public meeting (75 members of the public attended) was held to obtain local community opinions on the future management of the hall. The operation of the hall received tremendous support from the village folk who voted with a unanimous decision to continue to place the administration of the hall within the remit of a dedicated Management Committee made up of newly elected officers and the continuing four Trustees who had held their position from 1988 and 2008. At this meeting the local Mullion WI, who have long been a part of hall life, reiterated their decision to not be part of the Hall Management Committee but to remain a separate Women's Institute group. Mullion WI letter is attached as *Appendix B*.

The purpose of this document is to provide written agreement of what the newly elected Hall Management Committee is going to do and how they will do it (governing constitution). It helps show how the Committee will be accountable for their actions and provides a workable framework that can be used by the Trustees and the Management Committee on a practical basis to help ensure the aims and objectives of the hall as a charity are achieved.

The original 1932 Trust Deed Regulations and the Scheme established by the Charity Commission for England and Wales, as well as the Charities Act (2011) have formed the backbone of fundamental principles and accountability detailed in this document. The content headings used in the document are based on the template model for governing documents issued by the Charity Commission in its detailed guidance CC22a and CC22b.

The overall aim is to ensure the administration and management provision of the hall is transparent and that the decision making processes with regard to purpose, functioning and financial activities of the hall as a charity is not only inclusive and equitable but also takes into account any relevant and new legislation.

This document is designed to be used in conjunction with the 1932 Trust Deed and as such is also intended to



be an aid to current Trustees and new Trustees to help better understand their role within the spirit of the original deed as well as charitable law. It is the intention of the Management Committee that this Constitution document along with the day to day operational policies for the hall will function as one under the Hall Governance arrangements.

### 3. Ownership and Name of the Hall

After reviewing the available historical information it is the intention in this section to both clarify and confirm the rightful ownership details of the hall, which has long been the subject of contention. This is primarily aimed at enabling the appointed Management Committee and Trustees of today and tomorrow to take the operation of the hall forward into the future with a clear understanding of belonging, responsibility, purpose and identity.

#### 3.1 Title Deed – who owns the Hall

Over the eighty-six years since the original ‘conception’ of a village hall by Cecilia Daumas Plantin and her ‘vision’ outlined in the Trust Deed dated 29 January 1932 there has existed much confusion in the village to the rightful ownership of the land and premises. This confusion almost certainly arose due to the original name of the hall being “The Mullion Hall and Womens’ Institute” and to the fact that at that time the National Federation of Women’s Institute (WI) was becoming an ever expanding enterprise for women. As such a local Mullion WI group existed under the umbrella of the Federation, the hall provided an ideal building (as the institute for women) in which the group could meet and it operated alongside the hall Trustee Committee in the functioning of the hall, although separate Committee meetings were held and two separate bank accounts always existed.

In a joint meeting between the two committees held on the 3 August 1943 it is clearly stated in the minutes by Cecilia Daumas Plantin that her intention was for the hall *to be used by the women of Mullion and Cury, and not come under the jurisdiction of the WI Federation* and that *her only wish with regard to the hall was that the WI Federation should have no control over the hall.*

The 1932 Trust Deed is clearly stamped as being registered with the Charity Commission (charity no. 227391) on 17 September 1958, (although it is understood from the Charity Commission that this was re-registered on 27 September 1963) thus making it the original governing Constitution document for the hall as a charity and registering the name of the hall as “The Mullion Hall and Womens’ Institute”. Following the death of Cecilia Daumas Plantin in 1957 a legal Assent, dated 22 February 1962, in respect of the giving of the freehold land and property of the hall to the then eleven Trustees was made and as such the Trustees became the lawful owners of the hall, holding it in trust for the women of Mullion.

Between 1961 and 1980 there was a mass retirement of hall Trustees, the constitution document was amended to include the model WI constitution, including charitable objectives in relation to the ‘rules of the Women’s Institute (WI)’ and this was registered with the Charity Commission under the hall’s charity number 227391. It is not entirely clear how this was carried out as no legal Scheme of amendment exists. The submission of this model WI constitution and rules appears to have also initiated a change in the name of the hall to “Mullion Women’s Institute”. However, it should be noted that the Trustee Report and annual financial statements submitted under this registration relate to the hall finances only and not the local Mullion WI. Fifty five years later this hall name is now well engraved onto villagers’ minds and may well have led to the belief that the hall is possibly owned by the WI.

In 1980 the hall Trustee Committee and the Mullion WI Committee reconsidered a draft order originally prepared by solicitors on the 7 March 1959 (under section 8 of the Mortmain & Charitable Uses Act 1891) to vest the legal estate freehold not in any new Trustees but in the Official Custodian for Charities. This action was not carried out at the time in 1959 as the legal documents were never submitted by the solicitor.

At an extraordinary meeting held on 20 March 1981 to re-consider the proposal to place the estate freehold under the Official Custodian for Charities land-holding service the hall Trustees Committee did not



approve the proposal. Instead they agreed to retain the legal freehold with legally appointed local Trustees. A Deed of Appointment for four new Trustees was drafted at the time, but was never legally ratified as it was not signed by one WI committee member.

Hence, following the retirement in April 1980 of one Trustee the two remaining hall Trustees continued in their role and graciously retired together in 1988. This 'double retirement' meant it was left to the Hall Management Committee members to act as Appointers of four new Trustees, three of whom are still in position today. This 'appointers' act may well have acted to help reinforce the misconception that the Hall belonged to the WI.

The legal fact that the freehold interest in the land and property is registered in the names of the three current hall Trustees (elected in 1988 and 2008) was confirmed on the 3 March 2019 and the freehold title deed is legally registered in their names with the Land Registry. The Management Committee realise there is a legal requirement to now keep this record up-dated as new Trustees are appointed. A copy of the Land Registry Title Deed information is included as *Appendix C. (pending)*

### 3.2 Name of the Hall

The original 1932 Trust Deed refers to the name of the hall as "Mullion Hall and Womens' Institute", which was appropriate at that time as the hall was originally for use by women only, the men having established their own Mens' Institute in what was called the village Reading Room building. Thus the hall became the place or institute for the village women to meet and socialise. In the spirit of the original Trust Deed the 'main name' of the hall is to remain as "**Mullion Hall and Womens' Institute**" and this is how it will be registered with the Land Registry.

However, today this division of sexes is a thing of the past in the village and with the Reading Room and Mens' Institute now closed down, it is important that the many events held at the hall are inclusive in diversity with the doors of the hall being open to ALL without any form of prejudice: "*the hall belongs to everyone and is for use by everyone in Mullion Village*". As such it is now appropriate to take the hall forward into the twenty-first century and end the long reign of ownership confusion with a name that reflects this inclusive diversity for the people of Mullion, gives the hall a long awaited identity of its own and reinforces its location and purpose in the largest village on the Lizard Peninsula.

The Charity Commission have given agreement to the 'working name' or day-to-day name of the hall and charity organisation as **Mullion Village Hall**, hereafter to be referred to as the "Hall".

## 4. Charitable Status

In line with the overall vision encapsulated in the 1932 Trust Deed the Hall is registered with the Charity Commission (charity no. 227391), with the original Trust deed being received by the Charity Commission on the 17 September 1958 and re-registered on 27 September 1963. The Hall is a charitable community facility available to the public in the area for community-related recreational activities. It is classified as charitable because it is held on Trust to be used for purposes set out by the Recreational Charities Act 1958.

As such the Hall operates as a charity organisation which must follow the Charity Commission's detailed guidance as well as the principles of the Charity Act (2011) including any amendments to this guidance and the Act. The Management Committee should accept that compliance with necessary regulation forms part of their duty toward the charity and is responsible for making sure the Constitution and any subsequent amendments to the document are acceptable to and registered with the Charity Commission. As such the Trustees and Management Committee members must sign the document to show their agreement and commitment to the charity (Reference Section 11.2 – Adoption of the Constitution Document).

### 4.1 Reporting Requirements of the Charity

The Charity Commission operate online services, which are accessed by login details and a password, for the submission of the required annual return which includes:



- PDF copy of accounts
- Trustees Annual Report.

Archived copies of these documents must be kept for at least 6 years.

This should be undertaken as soon as possible following approval of the documents by the Committee at an Annual General Meeting and must be completed within ten months after the end of the financial reporting period. If the Committee fails to do this the Charity Commission will mark the charity website details as 'overdue'.

These reports should not be viewed as onerous as they do require the Committee to define the aims and objectives clearly and manage finances well, both of which help ensure the charity is more effective in its aims and function.

Also a registered charity with a gross income of £10,000 or more in the last financial year is required by law to state on any useable documents that it is a registered charity and quote the registration number, e.g. cheques, headed notepaper, advertisements, notices, material placed on websites, fundraising documents. The Management Committee agreed that although this annual income does not apply to the Hall, it would be good to include the charity details on all documents hence the following statement will be included "Registered as a Charity in England and Wales No 227391".

#### 4.2 Changes to Charity Details

By law the charity's registered details must be kept up-to-date and these details must be checked and changed before completion of the annual return. Changes to charity details may also need to be reported to HMRC.

The Charity Commission online service allows changes to be made to the following details:

- contact details and email address
- Trustee details
- website Address
- financial year end
- where the Charity operates
- charity classifications; what it does, who it helps, how it does it
- description of charity activities
- bank account details.

Changes can be made to the Charity's name by sending the resolution agreeing the change along with the updated Constitution document to the Charity Commission. This must be done within fifteen working days of passing the resolution (Reference Section 11.1 - Bringing Amendments of the Constitution into Effect).

It should be noted that the registration certificate for the charity can also be obtained online and this can be used to prove the Hall is a registered charity.

#### 5. Objectives of the Charity

Under charitable law a charity can only be used for the purpose for which it is originally set up. During 2018 a consultation exercise was carried out in Mullion and local residents were unanimous in their agreement that the Hall should be used by everyone in the village and not just women. The Charity Commission agreed a legal Scheme to allow this alteration to the existing trusts of the charity and the existing governing document will take effect with the replacement of clause 1 of the Trust Deed dated 29 January 1932 with the following:

To further or benefit the residents of Mullion and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the



local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents. In furtherance of these objects but not otherwise, the trustees shall have power: To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

## **6. Roles, Responsibilities and Powers of the Trustees**

The roles, responsibilities and powers of the appointed Trustees of the Hall are defined as part of the rules agreed in the Constitution document as well as the law. These can be identified in the following documents:

- 1932 Trust Deed, as the original Constitution.
- 1962 Assent of Freehold Property Deed, as an amendment to Trust Deed.
- any amended Constitution document agreed by the Management Committee.
- Charity Act (2011), Trustee Act (2000) and any other Act which may be applicable.
- Charity Commission guidance: CC3 – ‘The essential trustee: what you need to know, what you need to do’ and CC3a – ‘Charity Trustee: what’s involved’.

A Trustee can be a ‘Custodian or Holding Trustee’ in that they hold the title deed to the charity’s land/property in their name. Under this title their function is restricted to the holding of the deed; they have no power to make decisions and do not get involved in the day-to-day management of the charity. The Hall as a charity is run by a Management Committee, being a Committee member means they are classified as a ‘Charity or Managing Trustee’ and as such are fully involved in the decision making processes.

The Management Committee is given the power, through the 1932 Trust Deed (regulation 1) and this amended Constitution (Reference Section 7.3 – Powers of the Committee), to appoint the Custodian/Holding Trustees of the Hall as members of the Committee with full voting rights. As such these Trustees act as both Custodian/Holding Trustees and Charity Trustees and are fully involved in the management of the hall and the decision making processes.

The Trustees are an important lead in the charity and as such must work together to make decisions about the charity, as they are responsible for making sure it is doing what it was set up to do. They should use their skills and experience to support the charity in achieving its aims and objectives. Being a Trustee is not about being an expert but about taking reasonable steps to find out about what is expected, what is entailed in the role, how to act and legal responsibilities. A Trustee has a legal duty to act in the charity’s best interests by dealing with any conflicts of interest, manage the charity’s resources responsibly and act with reasonable care and skill.

The Committee must maintain a register of Trustees, to include name, correspondence address, dated started as Trustee and date stopped. This has been included as part of the Constitution Agreement (Reference Section 11.2 – Adoption of the Constitution Document by the Committee).

Since 1932 various village people have acted as Custodian/Holding Trustees of the hall and a number of Deeds of Appointment have been legally undertaken during the life of the hall. For historical purposes a list of the Custodian/Holding Trustees, for which information is available, has been included as *Appendix D*.

### **6.1 Legal Appointment of Custodian/Holding Trustees**

Custodian/Holding Trustee vacancies may arise due to natural processes or when a serving Trustee retires from post. A Custodian/Holding Trustee can retire by putting their resignation in writing to the Committee Chairperson. When a Custodian/Holding Trustee leaves the Management Committee must update the Charity Commission records as well as legally amending the Land Registry title deed.

The Management Committee is given the power, through the 1932 Trust Deed (regulation 14) and this amended Constitution (Reference Section 7.3 – Powers of the Committee), to appoint new



Custodian/Holding Trustees. As they are holding the freehold title for the property and land, this process must be legally ratified by a solicitor and a Deed of Appointment drawn up. The recruitment guidance in this document issued under section 7.1 should be followed.

## 7. The Hall Management Committee

The 1932 Trust Deed identifies that *the management and control of the Hall is to be vested in a constituted Management Committee, hereafter referred to as the "Committee"*. It is in the spirit of this original deed that today the Committee functions to implement the governing document and, in carrying out its role, it has a duty not only to maintain the Hall but also to improve the facility so as to better meet contemporary needs, including paying due attention to environmental issues.

The Committee wishes to involve everyone interested in supporting the Hall and will try to overcome any obstacles to people giving their views or becoming involved in meetings and events. The Committee will try to make sure that everyone can feel welcome and safe at events organised by the Committee and that all members will have equal opportunities to attend and take part. The Committee will challenge any remarks or behaviour that cause offence and/or make some people feel unwelcome.

All Trustees and members of the Committee are committed to operate within the provisions of the Constitution document, provide strategic leadership in line with the charity's aims and objectives, thus ensuring the charity follows principles of equality and diversity, as well as acting with integrity and working together as an effective team to create a culture which helps achieve the Hall's charitable purpose. Trustees and Committee members must sign the Constitution Agreement at each new appointment. (Reference Section 11.2 - Adoption of the Constitution by the Committee).

The Committee will:

- be made up of no more than 15 members to include the Trustees and officers; and will comprise a Chairperson, Vice-Chairperson, Treasurer, Committee Secretary, Hall Administration and Bookings Secretary and a Publicity Officer. The Roles and Responsibilities of the Management Committee are outlined in *Appendix E*.
- hold an Annual General meeting (AGM), during which all members of the Committee, except the Custodian/Holding Trustees, shall retire and shall be eligible for re-election. Members not intending to stand for re-election must inform the Chairperson at least twenty-one days in advance of the meeting, enabling the vacancy advertisement to be made.
- advertise and fill any member vacancies that may occur between AGMs, except where three vacancies occur at the same time, in which case a Special General Meeting (SGM), advertised for that purpose, must be called. Member nominations should be sent to the Chairperson at least seven days in advance of the AGM/SGM. If nominations exceed the number of vacancies election shall be by secret ballot of the Committee.
- ensure that members do not have any interest in property belonging to the charity, other than as a Custodian/Holding Trustee, or receive any re-numeration, or be in the supply of work or goods at the cost of the charity.
- ensure that any member ceasing to reside in the Parish and surrounding two mile area for three months shall cease to be a member of the Committee.
- ensure any members who miss more than three consecutive meetings without giving reasonable apologies may be asked to resign their post.

### 7.1 Recruitment of Custodian/Holding Trustees and Committee Members

When recruiting new Custodian/Holding Trustees and/or Committee members the Committee should take all possible steps to ensure that nominations fairly represent (so far as is possible) all parts of the village community. The recruitment process must be fair and equitable to ensure a Trustee (Custodian/Holding and Charity) is properly appointed and should follow the guidance issued by the Charity Commission "Finding



new Trustees: what charities need to know” (CC30).

The Committee must make sure all nominations are eligible and not disqualified under the Charities Act (2011) (or any amendments to this Act), including:

- having an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- being bankrupt or having entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor
- having been removed as a company director or charity trustee because of misconduct or mismanagement.

All Committee members and Trustees must reside in the Parish of Mullion or within a two mile radius and any person applying must be at least 18 years old. Newly appointed Committee members (Charity Trustees) and Custodian/Holding Trustee(s) must complete and sign the Charity Commissions ‘Trustee eligibility declaration’ form a copy is attached as *Appendix F*.

When appointments are made the Committee must help new Trustees understand what is expected of them, their roles, duties and powers as well as assisting them to take reasonable steps to find out about the legal requirements as defined by the Charity Commissions guidance CC3 and CC3a. A number of other organisations also provide help and advice to new Trustees such as National Council for Voluntary Organisations and National Association for Voluntary and Community Action in England.

## 7.2 Dealing with Conflicts of Interest and Loyalty

A Trustee (Custodian/Holding and Charity) can only comply with their duty to act in the charity’s best interests if they prevent personal interests from conflicting (or appearing to conflict) with the best interests of the charity. This means recognising and dealing with conflicts of interest and/or conflicts of loyalty.

A conflict of interest or loyalty is any situation where personal interests could, or could appear to, prevent a Trustee from making a decision only in the charity’s best interests. Trustees should identify and must declare conflicts of interest and/or loyalty, must prevent the conflict from affecting the decision and should record the conflicts and how it was dealt with.

In deciding how to deal with a conflict of interest and/or loyalty Trustees should be mindful of what feels right, how others might view Trustee’s actions as well as any possible negative impacts on both the charity and Trustee including financial costs and reputational damage. Reference should be made to the Charity Commission guidance CC29 – Conflicts of Interest: a guide for charity trustees.

## 7.3 Powers of the Committee

The powers of the Committee listed here are built upon the Regulations 1 to 14 listed in the 1932 Trust Deed. The Committee is empowered to:

- allow the building to be used as they see fit for the purposes of a village hall.
- set the terms and conditions for use of the Hall and to set the charges for such use.
- allow the building to be repaired, altered, enlarged or taken down and re-built so as to make it more suitable for the original purpose contained in the spirit of the Trust deed and this Constitution document.
- permit the closure of the Hall for the purpose of carrying out repairs or other similar work for such period as may be necessary.
- raise funds, invite and receive contributions by way of subscription, donation, grant applications and otherwise.
- apply income towards repairs, improvements, insurance, rates and other outgoings in relation to the



- operation of the Hall.
- make arrangements for dealing with receipts and payments, including accounts and records.
- not be personally liable for the maintenance or insurance of the Hall or for any charges relating to its use.
- recruit suitable volunteers (as Friends of the Hall) and staff as required to achieve the aims and objectives of the Hall.
- appoint new Custodian/Holding Trustees and/or new Committee members (Charity Trustees) as necessary.
- delegate any of their powers or duties to sub-committees consisting of member or members of their body as they may think fit.
- co-opt individuals onto the Committee, in an advisory and non-voting capacity, who it is deemed may have skills and/or experience that may be useful to the Committee in undertaking and fulfilling a specific function, task or project.
- remove any member of the Committee for good and proper reason or if they bring the good name of the Hall and charity into disrepute. A full meeting of the Committee will be called to consider evidence from all sides and a majority vote will be necessary to remove the member.
- make, alter or rescind any bye laws, rules and regulations for the conduct of business and the managing of the Hall. This is a Power of Amendment granted to the Committee under Regulation 13 in the 1932 Trust Deed.

#### **7.4 Meetings of the Committee**

The meetings and rules of conduct of the Committee listed here are built upon the Regulations 2 to 13 listed in the 1932 Trust Deed.

- The Committee will meet regularly as required, with a minimum of four meetings per year (the agenda will be circulated to members at least seven days in advance) and one meeting will be the Annual General Meeting (AGM) held once a year in January (and no later than after 15 months).
- Minutes will be kept of all meetings (including Sub-Committees), recording actions, proceedings and resolutions which will then be presented to the next meeting to be approved and signed by the Chairperson.
- There shall be a quorum when at least one third of the number of members are present, and every matter/decision will be determined by the majority of votes, in case of equality of votes the Chairperson shall have a second or casting vote.
- In the absence of both the Chairperson and Vice-Chairperson, the members present may choose one of their number to be acting chairperson for the meeting.
- All members of the Committee will be expected to treat each other with respect and act in a reasonable manner at meetings and the Chairperson may ask members to leave if their behaviour is disruptive or offensive.

The Charity Commission guidance CC – 48 ‘Charities and meetings’ explains how to run meetings legally and effectively.

#### **8. Annual General Meeting (AGM)**

An AGM will be held once a year in January (and no later than after 15 months). The meeting will be open to the public and as such a public notice of the AGM is to be displayed on local village notice boards and on social media at least fourteen days before the date of the meeting. A quorum shall be when at least one third of the number of members are present.

The overall purpose of the AGM is to:

- Allow members and the public to hear reports from the Committee on its work over the year.



- Elect the Committee for the next year.
- Agree and adopt any amendments to the Constitution document.

The typical business of the AGM will include:

- The minutes of the previous AGM will be presented and approved. Archived copies must be kept for at least 6 years.
- The Chairperson will present a report of the Committees activities.
- The Custodian/Holding Trustees will present a report on how the charity is meeting its overall purpose.
- The Hall Bookings Secretary will present a report of the Hall's activities over the year.
- To hold an open discussion on matters of local interest.
- The Treasurer will report on the finances for the year and present audited/independently scrutinised accounts for voting approval by the Committee and to be signed by the Chairperson.
- To agree any proposed amendments of the Constitution. Proposals must be submitted to the Chairperson at least seven days before the meeting.
- The existing Committee, other than the Custodian/Holding Trustees, shall stand down and shall be eligible for re-election. Members not intending to stand for re-election must inform the Chairperson at least twenty-one days in advance of the meeting, enabling the vacancy to be advertised.
- The members of the Committee for the next year will be elected.
- To transact Any Other Business and allow members of the public to raise any issues.

#### 9. **Special General Meeting (SGM) or Emergency General Meeting (EGM)**

In addition to the regular meetings held by the Committee the Chairperson may, at any time, call a Special General Meeting (SGM) or an Emergency General Meeting (EGM) to discuss an urgent matter arising. A quorum shall be when at least one third of the number of Committee members are present.

The SGM meeting can also be used to agree any proposals to amend the Constitution document.

The maximum notice possible will be given and an agenda, stating the business to be discussed (no other business shall be transacted), will be issued as quickly as possible to Committee members and the Trustees.

#### 10. **Finance**

The Committee shall comply with the financial obligations under the Charities Act (2011) (or any statutory re-enactment or modification of that Act) and follow the financial procedures detailed in the Charity Commission guidance CC8 – Internal Financial Controls for Charities (or any guidance amendments), with regard to the:

- keeping of accounting records for the Hall
- preparation of annual statements of account for the Hall
- auditing or independent examination of the statements of account of the Hall
- transmission of the statements of account to the Charity Commission.

Archived copies of annual financial account reports and any grant funds received must be kept for at least 6 years or more.

The Treasurer shall keep proper account of the finances of the Hall and shall open a bank account in its name, with three designated signatories to the account thus allowing there to be always two available to authorise payments. The accounts will be audited or independently checked at least once a year and will be presented to the AGM in January. The Treasurer will also present an up-to-date record of the income and expenditure at each Committee meeting and at any relevant sub-committee meeting(s). The accounts will be kept in accordance with the Charity Commission requirements as detailed in CC15d – Charity Reporting and Accounting (November 2016).



its existence and any changes.

The rewards of being a Trustee, and giving back to society, should outweigh any worries about liabilities which potential Trustees might have and it is important to remember that the liability of Trustees is no greater now than before. Implementing the Constitution document and Governance procedures for the hall will help minimise risk by ensuring good practice guidelines are followed.

## **11. Amendments to the Constitution**

The power of amending the Constitution is vested in the Committee through the Power of Amendment Statement included in Regulation 13 of the 1932 Trust Deed and section 7.3 of this document; *“The Committee has full power at any time to make, alter or rescind any bye laws, rules and regulations with regard to the conduction of business and the managing of the Hall”*. However, no amendment may be made which would have the effect of making the charity cease to be a charity at law.

The Committee should keep the Constitution document under review to ensure it remains up to date, so that it properly reflects what the charity does and how it operates. The Committee should only make changes to the Constitution document if it is in the charity’s best interest to do so. Amendments to the Constitution may only be considered and agreed at the AGM or at SGM of the Committee.

In making amendments the Committee must follow the Charity Commission guidance CC36 “Changing your charity’s governing document”. The Committee also needs to obtain the written approval (by completion of an online form) of the Charity Commission to instigate ‘regulated alterations’ to the Constitution before the changes are fully agreed by members. These regulated changes are:

- changes to the purpose
- what happens to property on winding up (dissolution)
- rules on paying Trustees or someone connected to them for the charity’s funds.

Therefore the Committee must note that no amendment may be made to clauses 5 (Objectives of the Charity), 7.2 (Dealing with Conflicts of Interest and Loyalty) and 13 (Procedure for Dissolving the Charity and Selling the Charity’s Land and Property) in the Constitution document without prior written consent from the Charity Commission.

### **11.1 Bringing Amendments of the Constitution into Effect**

Amendments of the Constitution can be agreed by either:

- getting written agreement from all Committee members.
- getting a 75% majority of votes cast at a general meeting of the members (AGM or SGM).

Proposed amendments must be submitted to the Chairperson at least seven days before the AGM or SGM meeting.

A signed copy of the resolution detailing the changes to the Constitution, the reasons for the amendments and a PDF version of the amended constitution must be sent to the Charity Commission within 15 working days of the date on which the resolution was finally passed and agreed. Changes will not take effect until they appear in the Register of Charities.

### **11.2 Adoption of the Constitution Document by the Committee**

As the governing document for Mullion Village Hall all Trustees and members of the Committee are obligated to operate within the provisions of this Constitution as well as the 1932 Trust Deed.



The Constitution document agreement form attached as *Appendix I* must be signed by:

- all members at each AGM of the Committee where members are elected, re-elected and/or amendments to the Constitution are agreed
- all members at a SGM of the Committee where amendments to the Constitution are agreed
- all newly appointed Custodial/Holding Trustees and Committee members.

## **12 Operating Procedures and Policies**

The Committee's overall intention is to operate and maintain the Hall in accordance with the law and the requirements of the Charity Commission for the benefit of the local people of Mullion. As such the Committee will agree a number of operating policies that will specify the detailed arrangements set in place by the Committee to underpin the operating procedures of the Hall.

Along with the Constitution these operational policies will form the Hall's Governance Procedures and as such a Hall Governance Folder will be established, which will be reviewed as part of the Committee's function. The first meeting of the Committee following an AGM would be a ideal time to do this.

The Operating Policy documents for the Hall will include:

- Booking and Hire of the Hall Agreement – Standard Terms & Conditions for Hire & Key Holder
- Maintenance Policy
- Feedback & Safeguarding Policy
- Health and Safety Policy (including Fire, Electrical, Asbestos, Accidents, Safety Notices)
- Hygiene and Food Safety Policy.

## **13 Procedure for Dissolving the Charity and Selling the Charity's Land and Property**

The 1962 Deed of Assent extinguished the 1932 Trust Lease and also the "reverter" provision stated in clause 15 of the 1932 Trust Deed should the property cease to be used.

The Charity Commission's general position, at this current time, is that a dissolution clause cannot be introduced into an existing Charity's governing document.

Where a Charity holds designated property (property that must be used for a particular purpose of the Charity), as is the case with the Hall, a Scheme will be needed to provide a power of sale, and amend the Charity's purpose or provide an outlet for the sale proceeds should the Charity decided it cannot continue.

In the future, if the Hall shall cease to be used as originally intended by Cecilia Daumas Plantin in the 1932 Trust Deed and for the charitable object stipulated in the Charity Commission's Scheme (March 2019) and stated in this document (Section 5) or if, on the grounds of expense or otherwise, it becomes necessary for the Hall Management Committee to take steps to dissolve the Charity and sell the Hall the Committee will need to gain approval from the Charity Commission and follow the Commission's guidance.

As the object of the Charity now legally enables the Hall to be used to benefit the residents of Mullion, without distinction of sex, sexual orientation, race or of political, religious or other opinions, a public meeting should be called for the sole purpose of involving the village residents in the procedures and informing them of the Charity Commission's requirements which must be implemented.

A notice stating the terms of the resolution to be proposed and calling a public meeting, of which not less than twenty-one days notice shall be given, must be displayed on the Hall building, village notice boards, in the local newspaper as well as on the Hall website. All Committee members and Custodian/Holding Trustees must be informed that a decision about the future of the Hall will be the only item on the agenda.

A proposal to dissolve the Charity and sell the Hall will only be carried and confirmed if agreed by a majority of those present and voting at the meeting.

If this is the case, following the meeting the Hall Management Committee will remain in office and be responsible for winding up the affairs of the Charity in accordance with this clause and Charity Commission guidance. The Committee will confirm a list and the ownership of any assets and they shall not be liable to contribute to assets.

Any assets (monetary or otherwise) remaining after satisfaction of all proper debts and liabilities shall, as the members of the Committee shall decide and determine, be used either to provide a replacement village hall or if this is not practicable, to be given or transferred to such other charitable institutions having objects similar to the Hall's purpose and shall be for the benefit of the residents of Mullion. Agreement will need to be obtained, at the time, from the Charity Commission.

In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity.

The members may pass a resolution before or at the same time as the resolution to dissolve the Charity specifying the manner in which the Trustees are to apply the remaining property or assets of the charity. Agreement will need to be obtained from the Charity Commission.

When selling a Charity's land the law sets out clear requirements to ensure that this important transaction is properly managed in the Charity's interests and that the Trustees (Custodian/Holding and Charity) obtain the best price reasonable in the circumstances. The following Charity Commission guidance must be followed in the undertaking of this process:

- CC 28 – Sales, leases transfers or mortgages: what trustees need to know about disposing of charity land
- Selling or leasing Charity land for less than best price
- Selling or leasing property to someone connected to your charity
- How to close a charity.

Reference must also be made to the Charity Act (2011), Chapter 2, Part 7, Section 117 – 129 and any other section of the Act which may be deemed applicable.

A copy of the statement of accounts for the final accounting period of the Hall as a Charity must be sent to the Charity Commission. All records of meetings, finance, constitution, governance and operating procedures will be retained by the Chairperson in place at the time of undertaking this process. These documents must be retained for a period of 6 years.

The Charity Commission must also be informed that the Charity has been dissolved so that the Hall's Charity details can be removed from the Commissions listings.



### The Hall Historical Events Time-Line

**Prior to 1932** - There was an institute in the village for men only (Reading Room & Mens' Institute dating from 1889, latterly the Royal British Legion Hall and now in private hands).

**29 January 1932** - Trust Deed established. Madam Cecilia Plantin leased land (on a 1000 year lease from 25 Dec 1931) to 11 Trustees (including herself) to provide an institute hall "*as a place of recreation and social intercourse....for the advantage and benefit of the female inhabitants of the parishes of Mullion and Cury*".

**December 1932** – The Mullion Hall and Womens' Institute building constructed and opened in December 1932

**3 August 1943** – Joint Hall Trustees & WI meeting Madam Cecilia Plantin states "the Hall is for the use of the women of Mullion and Cury and that the WI federation must have no control over the hall".

**31 December 1949** – Deed of Appointment of New Trustees

**5 December 1956** – Date of Cecilia Plantin's will

**4 December 1957** – Death of Cecilia Plantin

**6 February 1958** – Cecilia Plantin's will proved

**17 September 1958** – Trust Deed stamped as Registered with Charity Commission 227391 (Recreations Act 1958)

**7 March 1959** – solicitor prepares a draft order to vest the legal estate freehold in the Official Custodian for Charities (under the Ministry of Education under Section 8 of the Mortmain and Charitable Users Act (1891)). Required Deed of Appointment of Trustees and Deed of Assent. Not submitted, no Section 8 order obtained.

**22 November 1961** – Deed of Appointment of new Trustees

**22 February 1962** – Deed of Assent of Freehold Property to Trustees which give full indemnity to Cecilia Plantin's estate and the 1000-year lease extinguished.

**27 September 1963** – Logged by Charity Commission as official registration date for the charity 227391.

**20 March 1981** – Extraordinary Meeting of Hall Trustees and Mullion WI did not approve Charity Commission as custodians of the Hall. Agreed to appoint 4 new trustees. Deed not signed therefore not ratified.

**20 April 1988** – Deed of Appointment of New Trustees (Rosemary Bray, Elizabeth Endean, Doreen Roberts and Louisa Furber).

**18 February 2003** - Deed of Appointment of New Trustee (Susan Welsh). Retirement of Louisa Furber.

**20 March 2008** – Deed of Appointment of New Trustee (Margaret Tomlinson). Retirement of Susan Welsh.

**18 September 2017** – Legal confirmation of freehold of hall and land vested in current 4 Trustees

**18 January 2018** - Public meeting held to discuss the future of the Hall. Additions to Committee made from volunteers from the floor. New committee met following the public meeting to elect additional officers (Chair, Vice-Chair).

**21 January 2018** – Trustees applied to Land Registry to register freehold of the Hall in their names

**9 February 2018** - Mullion WI AGM decision to suspend the group.

**22 February 2018** – Cornwall Federation of WI objected to registration with the Land Registry.

**8 March 2018** – The Hall Management Committee reviewed 1932 Trust Deed Constitution and agreed amendments with the Charity Commission.

**6 August 2018** – Mullion Hall and Womens' Institute accepted and listed by Cornwall Council as an Asset of Community Value (Localism Act 2011)

**1 February 2019** – Death of Doreen Roberts, Trustee 20 April 1988 to 1 February 2019

2017

## Mullion w.i

DEAR MEMBER

AFTER DISCUSSING AND TAKING ADVIC FROM THE CORNWALL W.I FEDERATION YOUR W.I COMMITTEE HAVE RELUCTANTLY DECIDED TO BE INDEPENDANT OF THE HALL MANAGEMENT COMMITTEE.

THEY WILL CONTINUE PAYING FOR THE UPKEEP AN D MAINTENCE OF THE BUIDING AND WE THE W.I. COMMITTEE WILL REMAIN AS A SOCIAL GROUP PROVIDING MONTHLY MEETINGS, THE OCCASIONAL SATURDAY COFFEE MORNINGS AND TO CONTINUE TO HOLD THE EXISTING ART AND CRAFT GROUP EVERY WEDNESDAY.

WE HAVE COME TO THIS SAD DECISION AS WE KNOW THAT MANY OF YOU AND YOUR W.I. COMMITTEE ARE UNHAPPY WITH THE CONTINUING PROBLEM WITH THE CONFLICT BETWEEN HALL AND W.I AND THAT THE GENERAL ATMOSPHERE IS NOT CONDUCIVE TO A HAPPY W.I GROUP.

IF YOU HAVE ANY COMMENTS OR WISH TO DISCUSS THIS DECISION PLEASE DO NOT HESITATE TO CONTACT MYSELF OR ANY OTHER MEMBER OF THE W.I. COMMITTEE. WE ARE HAVING A MEETING WITHN THE HALL COMMITTEE ON TUESDAY 7<sup>th</sup> NOVEMBER. PLEASE LET US HAVE YOUR COMMENTS OR QUESTIONS BY SUNDAY 5<sup>th</sup> NOVEMBER.

WE WANT TO START AFRESH WITH A HAPPY W.I. AND MAKE ALL OUR MEETINGS NOT ONLY

YOURS SINCERELY



SUE ORMOND

(President)

01326 2140168

Appendix B: Letter from Mullion WI Group President to WI members confirming independence of WI Group and Hall Management Committee (7 November 2017)



**March 2019** – Charity Commission agrees a legal Scheme to enable changes to the original object of the charity, as defined in the 1932 Trust Deed, enabling the Hall to be for the benefit of everyone in Mullion

**3 March 2019** – Cornwall Federation of WI withdraw their objection to registration with the Land Registry

**5 March 2019** – Land Registry confirmation to complete the registration of the freehold of the property in the names of the three Trustees; Margaret Tomlinson, Rosemary Bray & Elizabeth Endean

## Custodian/Holding Trustees of the Hall for which Information is Available

Date of Appointment	Name	Date of Resignation / Retirement	Date of Death
29 January 1932 Trust Deed & 29 January 1932 Trust Lease	Cecilia Daumas Plantin Christabel Mary Blair Gertrude Brickell Alexandra Grace George Isabelle Marie George Rita Constance Hendy Ethel Newton Maud Minnie Shephard Rose Shephard Caroline Louisa Thomas Lois Thomas (Franklin)	31 December 1949 31 December 1949 31 December 1949 31 December 1949 31 December 1949 31 December 1949	4 December 1957 15 March 1987  23 May 1987  12 March 1966 21 January 1979 8 January 1949 Moved out of area
31 December 1949 Deed of Appointment	Cecilia Daumas Plantin Christabel Mary Blair Rita Constance Hendy Maud Minnie Shephard Rose Shephard Elizabeth Thomasine Minns Edith Rowe Winifred Glasson Sophia Williams Melita George Ann Tonkin	20 April 1988 1980 moved out of area	4 December 1957 15 March 1987 23 May 1987 12 March 1966 21 January 1979 20 August 1991 Passed Away 24 January 1975 13 December 1979 14 November 1985 16 August 1957
22 November 1961 Deed of Appointment	Christabel Mary Blair Rita Constance Hendy Maud Minnie Shephard Rose Shephard Elizabeth Thomasine Minns Edith Rowe Winifred Glasson Sophia Williams Melita George Rose Gilbert Gladys Hendy	20 April 1988 1980 moved out of area  20 April 1988	15 March 1987 23 May 1987 12 March 1966 21 January 1979 20 August 1991 Passed Away 24 January 1975 13 December 1979 14 November 1985 4 December 1982 ? May 2004
20 April 1988 Deed of Appointment	Myra Susan Rosemary Bray Elizabeth Iris Endean Doreen Frances Blanche Roberts Louisa Curtis Furber	18 February 2003	1 February 2019 Passed Away
18 February 2003 Deed of Appointment	Susan Pamela Welsh	20 March 2008	Resigned
20 March 2008 Deed of Appointment	Evelyn Margaret Tomlinson		



**Roles and Responsibilities of the Management Committee****Chairperson**

The Chairperson is the formal 'voice' of the Committee, is the main contact person for the Committee and is responsible for the overall co-ordination of the activities. The Chair is generally responsible for:

- chairing meetings
- signing documents on behalf of the Committee
- ensuring all relevant information is made available to Committee members
- ensuring the Committee is run according to the constitution
- resolving disputes, grievances and helping the Committee work together
- overseeing activities and projects and
- representing the Committee at external meetings and events.

This role can be shared with the Vice-Chairperson and in the Chairperson's absence, the Vice-Chairperson can represent the forum and preside over meetings.

**Chairing meetings**

The Chairperson is required to control the meeting procedures and has the task of:

- making sure proper notice is given and that there is an agenda, listing all items that need to be covered
- checking and signing the minutes of previous meetings
- keeping time (this is important, to ensure the meeting gets through its business in the allocated time)
- dealing with the order of business
- facilitating discussion
- keeping order
- ensuring everyone has an opportunity to speak
- receiving motions and putting them to the vote
- declaring the result of any motions (i.e. what has been resolved)
- making sure that clear decisions are reached on issues that are discussed and that everyone understands what the decisions are and action(s) are noted
- declaring the meeting closed.

**Treasurer and/or Deputy**

The Treasurer is primarily responsible for managing the finances of the Hall, is the principal contact for financial issues and has a duty to update the Charity Commission. This involves:

- maintaining all financial records
- keeping paperwork for all grants and money received
- keeping receipts for all items purchased
- monitoring the income and expenditure of the Hall
- keeping members informed of the financial position of the Hall
- preparing and presenting financial statements to the Annual General Meeting
- allocating funds
- opening a bank account on behalf of the Hall
- developing budgets for new projects
- making payments and bank deposits
- preparing and managing the budget
- representing the Committee /Hall on funding applications
- maintaining custody of all securities, books and documents of a financial nature
- acting as the principal contact for the Charity Commission, with password and log-in details to make online updates



### **Committee Secretary**

The Committee Secretary is generally responsible for administrative tasks, which include:

- maintaining the register of members and contact details
- maintaining the Constitution Agreement
- arranging meetings and making sure that all the rules for calling meetings are followed in line with the Constitution document
- assisting the Chairperson to prepare the agenda
- sending out notices and agenda for meetings
- taking minutes, keeping records and checking that quorum is present, i.e. the minimum number of attendees required as laid out in the Constitution document
- attending to correspondence
- making sure all letters and other documents are properly filed
- maintaining custody of all books, documents, records and registers of the Committee.
- maintaining copies of Hall Procedures and Policies agreed by the Committee
- maintaining the signed Hall Key Holder Agreements

### **Hall Administration and Booking Secretary**

The Hall Administration and Booking Secretary is responsible for the day-to-day administration and running of the Hall. Tasks will include:

- taking the bookings for the Hall
- maintaining an events diary/record
- posting an up to date list of forthcoming events in the Hall
- organising activities and events
- making sure the Hall runs properly on a day-to-day basis
- making sure all event organisers using the Hall are aware of Hall Procedures and Policies
- making sure there is an up-to-date list of Hall Users
- making sure all event organisers understand and sign the Hall Key Holder Agreement
- check all signage in the Hall is correct (e.g. Fire Exits)
- arranging and overseeing the cleaning and day-to-day maintenance of the Hall
- maintain Hall notice boards in a clean and tidy manner
- act as the first point of contact for any complaint issues raised regarding the operation of the Hall

### **Publicity Officer**

The Publicity Officer brings the public's attention to the activities of the Committee and Hall. The role involves:

- co-ordinating the production of publicity materials, newsletters, posters and leaflets, and distributing them
- publicise the activities of the Hall in the local media
- promote the Hall at public events.
- creating and editing the Hall website and social media presence



**Committee Member**

Have an important role to play in the operation and maintenance of the Hall and the function of the Committee.

Roles involved are:

- attending meetings
- taking part in discussions and putting forward views on subject bringing views of others to meetings.
- taking part in activities / events organised by committee to raise funds for the Hall
- taking part in projects organised by the Committee
- talking to others about the work of the committee and encouraging others to get involved
- encouraging people to use the Hall for functions, activities or events acting as representative of the Hall

*These lists are not exhaustive and act as a guide only. It should be noted that other roles and responsibilities may be added to become part of the list as deemed necessary in carrying out any delegated Management Committee duties e.g. Health and Safety Officer roles, roles as a member of Sub-Committees.*

The following spending authorities and limits apply.

**The Treasurer and Committee Secretary**

The Treasurer and Committee Secretary shall have a petty cash of £25 each for stationery etc. A petty cash book to be kept and presented at the end of the year for the year end accounts..

**The Management Committee including the Chairman, Treasurer and Committee Secretary.**

Shall discuss and agree any expenditure including all invoices and bills before cheques are signed.

These spending authorities can be reviewed and changed by the Management Committee without need to initiate an amendment to the Constitution document procedure.

Appendix G amended on the 24<sup>th</sup> May 2021 with full approval of the Management Committee.



## Charity Commission Financial Guidance Documents

**List correct at February 2018**

Detailed guidance:

Number	Title
CC7	Ex-gratia payments by charities
CC8	Internal financial controls for charities
CC11	Trustee expenses and payments
CC12	Managing a charity's finances
CC14	Charities and investment matters: a guide for Trustees
CC15d	Charity reporting and accounting: the essentials November 2016
CC16	Receipts and payments accounts pack
CC17 & CC39	Accruals accounts pack – SORP 2005
CC17	Accruals accounts pack – SORP FRS 102
CC19	Charity reserves: building resilience
CC20	Charities and fundraising
CC25	Charity finances: trustee essentials
CC31	Independent examination of charity accounts: trustees
CC32	Independent examination of charity accounts: examiners
CC38	Charities and litigation: a guide for trustees

The Charity Commission have also released numerous 'how to guides' under the following headings: Managing your charity, Charity money, tax and accounts, Fundraising, Setting up a charity, Staff and volunteers, Trustee role and board, Charity's work. These documents can all be accessed on the Charity Commission website (Gov.uk) under the publication scheme.

Please note regular checks should be made of the Charity Commission website to register and bring to the attention of the Committee any new or revised guidance and/or guides.