

## **DRAFT**

### **CHARNEY HALL & FIELD TRUST**

#### **POLICIES AND PROCEDURES.**

##### **1. Background**

1.1 The Management Committee has developed a suite of approved policies to help the charity comply with relevant legal and insurance requirements. Trustees have access to the policies on the village website. If appropriate a policy (or part thereof) is displayed on the village hall notice board.

1.2. Trustees have overall responsibility for ensuring they remain relevant and up to date. The following guidelines have been developed with this in mind.

##### **2. Existing policies** (see Annex 1)

Approved policies to be reviewed on an annual basis or earlier as necessary.

Management Committee to appoint a Trustee for reviewing each policy in accordance with an agreed timetable.

Secretary to include reminder of forthcoming reviews on the appropriate Management Committee agenda.

If only minor changes are required to a policy the reviewing officer should circulate it to Trustees by email for information and comment and report orally to the next meeting of the Management Committee

If policy changes are proposed, the reviewing officer should seek the views of Trustees by email, **prior to circulation of the revised policy as an agenda item for agreement by the Management Committee**

The reviewing officer should ensure any relevant material displayed on the hall notice board is updated as and when necessary.

Secretary to ensure the website is kept up to date using a standardised format.

##### **3. New policies**

It is the responsibility of the Management Committee to identify the need for any additional policies to cover increased responsibilities (Annex 2)

#### **ANNEX 1-APPROVED POLICIES.**

##### **GENERAL**

Data Protection

Document Retention

Safeguarding

Equal Opportunities

Environment

External Stalls at Fundraising Events

**FINANCE**

Finance Policy

Investment Policy

Reserves Policy.

**VILLAGE HALL**

Fire Risk Assessment & Health & Safety Policy

Hire by Village Groups

Hire by External Groups.

Occupancy

Equipment Hire

**FIELD**

Field Safety (including hire)

Incident Report Form

**ANNEX 2.- NEW POLICIES?.**

Complaints policy?

Risk Assessment policy?