

Wootton Village Hall - Code of Practice



Website <https://www.woottonvillagehall.com>

Name of Organisation	Wootton Village Hall
Address	2 Swallow Lane, Wootton, Ulceby DN39 6SB
Telephone	01469 589000 (Secretary)
Date Policy Agreed	5 August 2025
Date of Next Review	September – December 2026
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Chairman sign off and date	Jim Simpson
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Values and Behaviours

Charity Trustees and Committee Members should accept the aims and objectives of the Village Hall and be able to demonstrate a passion for these through their contributions and actions.

Our core values are:

- To follow the objects of the charity as set out in the Constitution
- To listen to all contributors and once agreed on a course of action, speak with a united voice

An exemplar Charity Trustees and Committee Member should aim to follow the following guidelines:

- Recognise and be aware of the Charities Acts 1992, 1993, 2006 and 2011, which set the legal framework for Trustees
- use and follow the governing document and Constitution

- attend meetings
- act collectively
- keep written minutes of decisions
- present regular financial information and prepare a budget each year
- ensure the property and committee are adequately insured.
- Obtain professional advice, especially when this falls outside of the skills, knowledge and expertise around the Management Committee
- Act with due care and pragmatism
- Ensure the property is adequately maintained
- Keep all licenses up to date
- Ensure the registered charity ref is quoted in all correspondence and ideally incorporated within the letterhead or standard format.

The Registered Charity number for Wootton Village Hall is 522012

Duties and Code of Conduct

Any new Charity Trustees or Committee Member will be asked to sign a form of declaration to facilitate membership of the Management Committee, the managing body for the Wootton Village Hall. Until this has been signed, you cannot act as a Charity Trustee Committee Member.

All Charity Trustees are expected to attend meetings regularly and contribute to debates and discussions, bringing their areas of expertise, skill, knowledge and experience to add value for the benefit of all.

All Charity Trustees and Committee Member are expected to act for best interests of the Charity and in compliance with the Constitution and all other policies.

Charity Trustees and Committee Members should act reasonably and prudently and not speculate with the Charity's assets.

Charity Trustees should ensure the charity is fully insured against loss and claim.

As a Charity Trustee it is your responsibility to avoid conflicts of interest, or where these are evident, you have an obligation to ensure they are declared appropriately.

As a Charity Trustee you must remain beyond reproach. Should you be unable to attend meetings, please extend your apologies ahead of the meeting. These will be collected and recorded by the Charity Secretary and reflected within the meeting minutes.

Charity Trustees must be prepared to undertake any role specific training or checks as deemed necessary to fulfil their role effectively.

This may require updating on a regular basis.

Liabilities

Charity Trustees and Committee Members may be liable for their actions if they have acted:

- In breach of the governing document
- Unwisely with Charity assets resulting in a loss to the Charity
- Illegally

Where a loss occurs despite the best and reasonable efforts of the Charity Trustees it is not probable that they will be held liable.

Charity Trustee Liability Insurance

Charity Trustee Management Committee members are reminded to be alert to the availability of this sort of insurance and should review their position in conjunction with the principle insurance policy, which may also provide such cover.

The current view of the Management Committee is that this liability risk to them as Charity Trustees is included in the conventional insurance policy.

For more information, please visit the following web sites.

www.gov.uk (and see Charities)

www.charitycommission.org.uk
