



# East Worlington Parish Hall

## Information Regarding Trustees at East Worlington Parish Hall

The important document for Trustees is the Constitution, Lease and Trust document which provides the governance framework for the Trust.

This document can be downloaded from the Parish Hall website.

<https://ewph.uk/parish-hall/about-us/governance/>

Trustees must make sure that the charity complies with its governing document.

## Different Trustees Explained

### Holding or Custodian Trustees

The Hall is vested in (or held by) the Holding Trustees/Custodian Trustee. Their responsibility is simply to hold the legal title of the Charity's property and to act on the lawful directions of the Committee in any transactions affecting this title. The Official Custodian of Trust is the Charity Commission.

(Note: The original Holding Trustees were Lady Stevens and Peter Townsend who originally signed the lease from the Parish Council (1999). As stated above as a charity the Charity Commission are now the 'Official Custodians'. At the time of lease renewal, (2034) the Committee will have to agree the signatures of the lease with the Parish Council, probably the Chair and Treasurer at the time.

### Managing Trustees

Managing Trustees are the members of the Management Committee, and are responsible for administration, events and the day to day management of the Parish Hall Charity, in accordance with its governing instrument (the Lease). Few problems are experienced providing the Committee members manage the affairs of the Trust with all reasonable care and attention, in the same way that they would manage their own affairs. Therefore, all Trustees are members of the Management Committee whether elected members, user group representative members or co-opted members

### Information to Support Trustees

Useful documents that provide information about being a Trustee are:

- **The essential trustee: what you need to know, what you need to do**
- **The essential trustee: 6 main duties.**

These documents can be downloaded from the Parish Hall website:

<https://ewph.uk/parish-hall/about-us/governance/>

or from the Government publications website:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

# The Governance Jigsaw – The Essential Trustee (CC3)



## It's about knowing:

- what your charity can and can't do within its purposes
- how your charity is fulfilling its purposes and benefiting the public
- what difference your charity is really making

## It's about being:

- familiar with your governing document
- up to date with filing accounts, returns and any changes to your charity's registration details
- aware of other laws that apply to your charity

## It's not about being:

- an expert - but you do need to take reasonable steps to find out

## It's about:

- making balanced, informed decisions
- recognising & dealing with conflicts of interest
- ensuring trustee benefits are allowed
- being prepared to question and challenge
- accepting majority decisions

## It's not about:

- preserving the charity for its own sake
- serving personal interests

## It's about:

- managing risks, protecting assets (reputation) and people
- getting the resources your charity needs
- having and following appropriate controls and procedures
- dealing with land and buildings
- responsibility for, and to, staff and volunteers

## It's about:

- using your skills and experience
- deciding when you need advice
- preparing for meetings
- getting the information you need (financial, management)
- being prepared in case something does go wrong

## It's about:

- meeting legal accounting and reporting requirements
- being able to show that your charity complies with the law and is effective
- being accountable to members and others with an interest in the charity
- ensuring that staff and volunteers are accountable to the board
- welcoming accountability as an opportunity not a burden