

Seacourt Hall CIO (registered charity number 1201525): Rules

As adopted at, and with immediate effect following
the meeting of the Charity Trustees held on 20th March 2023

1. The Rules and the Constitution

These Rules for Seacourt Hall CIO should always be considered in conjunction with the Constitution for Seacourt Hall CIO (registered charity number 1201525). Should any conflict arise between these documents the Constitution always take precedence.

2. Procedure for amending Rules

These Rules can only be amended as a result of a straightforward majority vote at a properly convened meeting of the Charity Trustees.

3. Employees and other paid roles within the charity

All subsequent references to Employees in these Rules also apply to other paid roles where the individual is not an Employee (i.e. currently the Treasurer role) other than in relation to job contracts which do not apply to non-Employees.

4. Charity Trustees

4.1 Nominated Trustees.

- Up to 4 Councillors are nominated to act as Trustees by North Hinksey Parish Council in their Annual Meeting, normally held in May each year. Those nominated Trustees are noted and details recorded in the subsequent APM of this CIO. At any time during the year when there are less than 4 nominated Councillors NHPC may nominate additional Councillors to act as Trustees up to the maximum of 4, and those new Trustees are noted and recorded at the next Meeting of the Charity Trustees.
- All regular user groups are invited to request that they be allowed to nominate a Trustee. Up to 4 of the user groups making that request are then selected in a Meeting of the Charity Trustees to be invited to nominate 1 Trustee each. The user groups selected may be reviewed and amended at any subsequent Meeting of the Charity Trustees. Each of these user groups is then free to elect a nominated Trustee, and to change that selection as they see fit at any time. The nominated Trustee is noted and details recorded at the APM of this CIO each year, or, when a representative changes during the year at the next Meeting of the Charity Trustees. It is the responsibility of the user group to notify the Charity Trustees of any changes to their nominated representative.

4.2. Appointed Trustees.

- At the APM individuals on the Electoral Roll of North Hinksey Parish may be considered as candidates for appointment as Trustees, subject to the requirement that their details are submitted in writing by two individuals who are also on the

Electoral Roll of North Hinksey Parish at least 1 week before the APM. The Charity Trustees may vote to appoint up to 4 of these candidates at the APM.

- Additional new Trustees may be co-opted by the Charity Trustees at any subsequent meeting subject to the total number of appointed Trustees not exceeding 6 at any time.

4.3. New Trustee declarations.

Prior to taking up their position all new trustees must sign a declaration of eligibility form and a declaration of interests form. All trustees are required to re-sign these forms annually at the AGM or within the two weeks following that meeting.

4.4. Register of Trustees.

A Register of Charity Trustees / members is to be maintained by the Officers of the CIO in line with Clause 22 of the Constitution. This Register must contain the names, contact details and other information relating to the Charity Trustees / members as required by legislation in place at that time. The Officers are also responsible for ensuring that the Charity Commission are provided with updates of any changes to the Charity Trustees within the required 28 day deadline in line with Clause 24.2 of the Constitution.

5. Officers.

5.1. The following positions are identified as Officers of the CIO and are also Charity Trustees:

- Chairman
- Vice Chairman
- Secretary

5.2. Election of the Officers.

The election of all three Officers takes place at the APM in the order indicated in 5.1 above, following the confirmation of nominated Trustees and election of appointed Trustees. Nominations are called for in the meeting and if there is more than one nomination for any post then a vote is held as follows:

Charity Trustees are asked to write down the name of their preferred nominee on a slip of paper and these are collected by the Chairman who counts up all votes and reads out the total number in favour of each nominee. The individual with the highest number of votes is then elected to that role. If there are equal votes for the top two nominees then the person chairing the meeting at that time will have the casting vote.

5.3. Responsibilities and rights of the Officers.

- The Chairman calls meetings of the Charity Trustees, agrees the agenda of all meetings with the Secretary, and chairs all of those meetings whenever they are present. They have a casting vote when chairing a meeting, and are able to authorise expenditure in line with Clause 8.4 of these Rules.
- The Vice Chairman takes on the responsibilities and rights of the Chairman at times when the Chairman is absent, but otherwise has no specific role.
- The Secretary produces agendas in liaison with the Chairman, sends out notices of meetings to the Charity Trustees, arranges publicity for the APM and handles submitted resolutions and nominations, produces minutes for meetings, and

maintains the Register of Charity Trustees / members as well as acting as the main contact for communications with outside bodies and organisations.

6. Procedures relating to the Annual Public Meeting

6.1 Timing of the Annual Public Meeting.

Each year an Annual Public Meeting (APM) is to be held within 3 calendar months following the end of the financial year, and after the Annual Meeting of the North Hinksey Parish Council. The date of the APM is to be decided in a meeting of the Charity Trustees.

6.2 Business to be discussed at the APM.

Items to be discussed shall only include the following in the order as listed:

- Note and record details of nominated Trustees
- Election of appointed Trustees
- Election of Officers
- Outgoing Chairman's annual report.
- Treasurer's annual report and consideration and adoption of the Annual Accounts and Annual Report (when required) for the latest Financial Year.
- Hall Manager's annual report.
- Discussion and voting by the Charity Trustees on valid resolutions.
- Questions from members of the public attending the AGM.
- Any other business – for information only, with no voting taking place under this agenda item.

6.3 Chairing the APM.

At the start of the APM the meeting is normally chaired by the last individual who has been acting as Chairman in the previous year unless they are either no longer a Charity Trustee or not present for another reason. In those instances the Charity Trustees present at the APM vote to appoint a person to chair the meeting until the formal election of a new Chairman for the next year has taken place at which point the chair is passed over to the newly elected Chairman.

6.4 Attendance of members of the public at the APM and other Meetings.

Details of the APM are to be publicised to parishioners through the inclusion of an advert in the Sprout in an edition due to be circulated at least 2 weeks before the meeting and advertising on the Seacourt Hall website and other free media as available. Parishioners on the Electoral Roll of North Hinksey Parish are invited to attend the APM, to put forward candidates for appointing as Trustees (see Clause 4.2 above), and to submit questions about the management of Seacourt Hall and governance of the CIO.

Parishioners and other members of the general public may also be invited to attend other Meetings if a decision to do so is agreed at a Meeting of the Charity Trustees. This would be most appropriate in circumstances where the Trustees were considering winding up or dissolving the CIO in a General Meeting.

N.B. Parishioners / members of the general public have no inherent right to attend any meeting, and do not have any voting rights at any meeting that they are invited to attend, however the Charity Trustees may agree to allow them to provide an advisory vote on selected matters which will not be binding on the Charity Trustees. Only the Charity Trustees are members of the CIO, and only the Charity Trustees have voting rights.

7 Procedures relating to meetings of the Charity Trustees other than the APM.

7.1 General Meetings.

- Clauses 17 and 18 of the Constitution contain information on matters that are specifically relevant to General Meetings of the CIO which apply alongside this Clause of the Rules.
- General Meetings are only needed as and when Trustees are discussing matters listed in Clause 17 of the Constitution, and can only be called and a date agreed in a meeting of the Charity Trustees.

7.2 Other Meetings of the Charity Trustees.

- Other than General Meetings all other meetings involving all Trustees of the CIO are described simply as Meetings of the Charity Trustees.
- Meetings of the Charity Trustees may be called by the Chairman, or in their absence by the Vice Chairman. They may also be called by any two other Charity Trustees requesting that a meeting be held, in which case it must take place within 28 days of the request being submitted.
- The Charity Trustees must normally be given at least 1 week's notice of a meeting, and by preference a date should be agreed in a Meeting of the Charity Trustees on which the next meeting will take place. A Meeting of the Charity Trustees may be called with shorter notice than 1 week if that is agreed by a majority of the Charity Trustees.

8 Financial Policies

8.1. Financial Year

The financial year shall end on 31st March.

8.2. Bank accounts and investments

The Treasurer is to operate at all times a general bank account offering immediate access to funds for use in the day to day management of payments into SHMC and regular operational expenditure. In addition the Treasurer may also set up and manage appropriate low risk savings accounts and other types of investment accounts as authorised by the trustees for maximising income from funds held by the organisation.

The Treasurer may transfer up to a maximum of £1,000 of funds between the various accounts on his own authority within a single calendar month, however transfers above this level require prior authorisation by the trustees.

See also Clause 8.7 below on Reserves.

8.3. Authorisation of payments.

At any time the Treasurer and a minimum of two trustees including the Chairman and others as agreed in a meeting of the Charity Trustees are authorised to approve payments by the CIO. Any two of these individuals are required to approve bank transfers, sign cheques, set up direct debits or authorise payments by any other means. The individuals carrying out these roles should be reviewed at least once per annum.

8.4. Authorisation of expenditure.

The following are the required authorisation procedures for differing levels and types of

expenditure which still require the subsequent authorisation of payments detailed in 8.3 above to be adhered to:

- The Chairman can authorise any expenditure up to £250 for any purpose in line with the objects of the charity.
- The Treasurer can authorise expenditure on individual items up to £3,000 for salaries, insurance, service charges and utilities with these items normally set up to be paid by direct debit.
- Other costs of an essential and urgent nature (especially those relating to health and safety) up to the level of £3,000 may also be committed to by the Treasurer or Chairman without any other prior authorisation by the Charity Trustees as a whole.
- All other expenditure requires prior authorisation by the Charity Trustees as a whole, either by approval at a general meeting or authorisation in writing by a majority of Charity Trustees.

8.5. Designated Funds.

If funds are required to cover expenditure on a specific authorised project then they can be assigned by the Charity Trustees as designated funds. The Treasurer must clearly identify them as Designated Funds in any financial reports including the annual accounts, and state to the Trustees where those funds are held. Designated Funds must not be used for any other purpose. Once all costs of a project have been fully met or the project has been cancelled then any excess funds may be re-assigned by the Treasurer as non-Designated Funds and used for another purpose.

8.6. Restricted Funds.

Where funds have been provided through a grant, which under the terms of the grant provider can only be used to fund a specific project, then they also must be clearly identified by the Treasurer as Restricted Funds in any financial reports including the annual accounts, and the Trustees informed where those funds are held.

8.7 Reserves Policy.

The Seacourt Hall Reserves Policy is that a minimum of a half of the forecast expenditure for the current financial year (excluding any Designated Funds or Restricted Funds) should be held at any time, with a target range of nine to twelve months' worth of expenditure. These Reserves are also identified as Unrestricted Funds.

A proportion of Unrestricted Funds should be held in a separate, readily realisable form such as a bank account, clearly identified by the Treasurer in financial reports to the Charity Trustees as 'Reserves at hand'. The actual minimum amount to be held in this form is to be reviewed a minimum of once per annum, and may be adjusted upwards or downwards by the Charity Trustees, as long as it remains at or above the minimum total Reserves level stated above.

Any other funds outside of the Reserves at hand may be considered for investing in line with Clause 8.2 of the Rules.

This Reserves Policy is to be reviewed annually by the trustees.

9 Data protection and private information held by SHMC

In line with the requirements of the General Data Protection Regulation 2018 (GDPR) a separate Privacy Policy applies to personal data held by the CIO.

This personal data consists primarily of:

- Trustee details required for internal communications and as required by the Charity Commission.
- Hall users details as required for management of hall bookings.

The relevant individuals are to be provided with access to the Privacy Policy at the time their personal details are obtained.

10 Equal Opportunities Policy for Trustees and Employees

No individual shall be excluded from becoming a Trustee, or de-barred from any official capacity as a Trustee on the grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.