

**Farmborough Memorial Hall,
Little Lane,
Farmborough,
BATH.
BA2 0AH
Charity Number 304542
Farmborough Memorial Hall**



Index of Policies

- 1. Safeguarding Vulnerable Users and Child Protection Policy**
- 2. Access Statement**
- 3. Aim & Objectives**
- 4. Conflict of Interest**
- 5. Equalities Statement**
- 6. Anti-bullying & Harassment**
- 7. Financial Controls**
- 8. Committee Members Expenses**

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**Farmborough Memorial Hall
Safeguarding Vulnerable Users & Child Protection Policy**

1. Purpose

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect.

This policy defines how the Farmborough Memorial Hall operates to safeguard children, young people, and adults at risk of abuse or neglect. The Memorial Hall Committee (hereafter referred to as the Committee) are committed to creating and maintaining the safest possible environment for the enjoyment of its users.

We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers, and staff.

2. Definitions

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to Section 42 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

Persons affected

- All trustees, volunteers, and staff.
- All those attending any activity or service that is being delivered from the Memorial Hall charity property.
- All visitors and contractors.

3. Policy principles

As a charity, the Farmborough Memorial Hall has a zero-tolerance approach to abuse. It recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

The Committee are committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised. The Committee are aware of the work of B&NES Local Safeguarding Children's Board guidance (LSCB) and other support organisations on the development and implementation of procedures for the protection of children and adults at risk.

The Committee will work within the following principles:

- The welfare of the child, young person or adult at risk is paramount.
- All children, young people and adults at risk have the right to protection from abuse.
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.
-

4. Procedures

- All members of the Committee will sign the Declaration of Acceptance of Office for trustees which includes a declaration that they have no convictions in relation to abuse. (Appendix A)
- All members of the Committee will familiarise themselves with safeguarding responsibilities, undertake training where appropriate on safeguarding issues including whistleblowing where it is available and offered by B&NES Local Safeguarding Children's Board guidance (LSCB) or other local support organisation **and** ensure that they understand the principles set out in this policy at 3 above.
- All members of the Committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- No member of the Committee, contractors, visitors or other volunteers will have unsupervised access to children, young people or vulnerable adults unless they have a current relevant DBS Certificate working in a regulated activity and have LSCB Introductory Child or Vulnerable Adults Protection training.
- The Committee will follow safe recruitment practices. (Appendix B)
- A Committee member will be appointed at the AGM to act as Vulnerable Users & Child Protection Officer until the date of the following AGM and who will be responsible for dealing with suspicions or allegations of abuse
- The Vulnerable Users & Child Protection Officer will be encouraged to undertake LSCB Introductory Child Protection and/or Protection of Vulnerable Adults training.
- All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The Vulnerable Users & Child Protection Officer will report any concerns to either:
 - B&NES Children & Families Assessment Intervention Team – 01225 396312/313.
 - Out of Hours Emergency Duty Team – 01454 615165
 - B&NES Adult Specialist Adviser – 01225 396000

During an event, if any hirer or visitor to the hall has reason to believe that a child or vulnerable adult is at risk of harm, they should call using the numbers above for advice and know that their call will be acted upon.

- An allegation may relate to a person who works with children or adults at risk who has:
 - Behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk Possibly committed a criminal offence against, or related to, a child or adult at risk; or

- Behaved towards a child (or children) or adult at risk in a way that indicates they may pose a risk of harm to children or adults at risk.
- The Committee will ensure that all hirers of the hall have signed a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to either produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so or, confirm that they have understood and will adhere to the hall's principles and procedures with regard to safeguarding.
- Hirers will be made aware of their obligations under the Licensing Act 2003 and asked to complete a Licensable Activities Agreement to ensure that alcohol is not sold to those under the age of 18. No children may be admitted to films when they are below their age classification for the film or show.
- For publicity purposes, only photos where children and young people cannot be identified should be used or when written/verbal permission has been obtained from the parents/ carers.
- Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision shall be arranged if necessary.
- The Committee will carry out an annual review of this policy.

www.farmboroughmemorialhall.org.uk

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Farmborough Memorial Hall Access Statement

Farmborough Memorial Hall trustees and committee members aim to provide a positive experience to all visitors and user groups and are continuously looking to improve accessibility and facilities.

Access to Farmborough Memorial Hall

- All rooms are available to hire every day of the week. The booking calendar is kept updated on the web site www.farmboroughmemorialhall.org.uk where there is also an on-line booking form.
- A key is held by regular users, for other bookings the hirer will be met and Farmborough Memorial Hall opened and locked at the specified times.

Arrival & Car Parking Facilities

- Farmborough Memorial Hall is located in Little Lane, post code BA2 0AH, and has a pedestrian and vehicle access which is flat. The What3words address is `///upholds.assume.crispier`
- Farmborough Memorial Hall Trustees and committee members encourage users to park considerately remembering to leave a space close to the entrance for disabled and 2 spaces for shop access on the end nearest Little Lane.
- There are 20 spaces but with thoughtful car parking more can be accommodated, this is particularly relevant to groups which are all leaving at the same time.

Public Areas – General

- The main hall can be accessed via a gently sloping ramp. There is level access to this ramp from the car park.
- Within Farmborough Memorial Hall all rooms have a level access through doorways of at least 80 cm width.
- The Committee room has a small step if accessed externally but access is available through the main hall.
- All areas of Farmborough Memorial Hall are non-smoking areas.

Public Areas – Toilets

- There is one toilet within the Hall for the use of disabled people. Access is level.
- This toilet is unisex and there is no need for a key.
- The door opens outwards and locks by a twist lock.

Public Areas – Kitchen

- There are 2 electric cookers, commercial dishwasher and fridge/freezer available to all users.
- The worktops are at a height where wheelchair users may have some difficulties.

Hearing Assistance

- Farmborough Memorial Hall has an induction loop installed. It is the responsibility of Hall users who wish to take advantage of the loop to use suitable microphones at their event to feed the loop system. The Hall has microphones and a public address system for this purpose.

Contact Information

- Contact with the Booking Officer and Committee can be made through the website www.farmboroughmemorialhall.org.uk where there are booking and contact forms.
The Bookings Officer can also be contacted by email on farmboroughMhall@gmail.com

The policy will be reviewed annually.

V1.0

21 May 2024

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AIMS and OBJECTIVES

MISSION STATEMENT

The aim and objectives of Farmborough Memorial Hall is to manage, maintain and develop the hall as a venue for use by residents of Farmborough and surrounding area in order to enrich community life through a programme of meetings, classes and other forms of leisure and social activities.

AIMS & OBJECTIVES

The hall trustees and committee will:

- Provide and maintain an attractive, clean, accessible and safe environment to meet the needs of the community;
- Maintain a financially sustainable organisation through effective management, a programme of active fund-raising events and a strong lettings programme which will involve a wide cross-section of the community;
- Maintain positive relationships with hall users and stakeholders;
- Receive appropriate and accurate reporting of management information including financial recording;

Respond appropriately to opportunities for expansion of facilities in the hall in line with the trust deed, policies and procedures.

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CONFLICTS OF INTEREST POLICY and PROCEDURES**

Introduction:

Trustees, committee members and all volunteers of Farmborough Memorial Hall will strive to avoid any conflict of interest between the interests of Farmborough Memorial Hall on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of Trustees and committee members of Farmborough Memorial Hall decision-making process, to enable stakeholders to have confidence in the integrity of Farmborough Memorial Hall, and to protect the integrity and reputation of Trustees, committee members and volunteers.

What is a Conflict of Interest?

- “A conflict of interest is any situation in which a Trustee’s personal interests, or interests which they owe to another body, and those of the charity arise simultaneously or appear to clash. The issue is not the integrity of the person concerned, but the management of any potential to profit from a person’s position within TVHPF, or for a person to be influenced by conflicting loyalties. Even the appearance of a conflict of interest can damage the charity’s reputation, so conflicts need to be managed carefully.”

Types of Interest which May Give Rise to Conflict

A. Financial Benefits or Interests

Direct financial benefits or interests include, for example, employment of the Trustees as employee, consultant or advisor, or the situation where a company of which the Trustees is a director or shareholder, may be considered for a contract by the Charity. Other matters of financial interest include the sale of land or the use of a Trustee’s property by the charity, or granting of loans by the Trustees to the charity. Conflicts of interest in such cases are particularly serious and any financial benefit requires authorisation, usually by the Commission. **Indirect** financial interests may arise where such potential financial benefits accrue to a close member of the Trustee’s family, or even a friend, business partner or colleague.

It is perfectly acceptable to repay reasonable out of pocket expenses to any Trustee or committee member of Farmborough Memorial Hall. Any costs that are necessary to allow a Trustee or committee member to carry out their duties can be classed as expenses and recovered as outlined in the Finance Policy.

B. Non-financial Benefits or Interests

These would include a situation where a Trustee or committee member directly or indirectly benefits from Farmborough Memorial Hall services. An example relevant to Farmborough Memorial Hall might be where it is proposed that a Trustee or committee member's business might sponsor a Farmborough Memorial Hall event: the Trustee or committee member's business would potentially derive a non-financial benefit from the sponsorship (in the nature of public relations exposure) and a conflict of interest would therefore arise between the Trustee and committee member’s business interests and their role as a Trustee or committee member. Such a conflict would need to be identified and managed in accordance with the procedures described below..

C. Conflicts of Loyalties

This is when another appointment or employment or association (of the Trustee/committee member or of a relative or friend) may potentially influence the decisions of the Trustee or committee member in directions which may not be in the best interest of Farmborough Memorial Hall.

It is not possible to define all the circumstances which may lead to a potential conflict of interest. It is the responsibility of each individual Trustee and committee member to declare any matters which they feel may present actual or potential conflicts, or the perception of such conflicts. If in doubt, it is better to make a declaration.

Disclosure

Upon appointment each Trustee and committee member will make a full, written disclosure of interests (see appendix 1), such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually or as appropriate.

Handling a Conflict of Interest

In the course of meetings or activities, Trustees and committee members will disclose any interests in a transaction or decision where there may be a conflict between the Farmborough Memorial Hall best interests and the Trustee or committee member's best interests or a conflict between the best interests of two organisations that the Trustee or committee member is involved with.

If in doubt, the potential conflict must be declared anyway and clarification sought.

In the case of a conflict of interest arising for a Trustee or committee member of Farmborough Memorial Hall *because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the memorandum or the articles*, the "unconflicted" Trustees and committee members of Farmborough Memorial Hall may authorise such a conflict of interests where the following conditions apply:

- The Trustee or committee member who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
- The Trustee or committee member who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Trustees and committee members is present at the meeting;
- The other Trustees and committee members who have no conflict of interest in this matter consider it is in the interests of Farmborough Memorial Hall to authorise the conflict of interest in the circumstances applying.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

For all other potential conflicts of interest, the advice of the Charity Commission will be sought and the advice recorded in the minutes.

All steps taken to follow the advice will be recorded.

This policy is meant to supplement good judgment, and Trustees, committee members and volunteers of Farmborough Memorial Hall should respect its spirit as well as its wording.

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Appendix 1: Declaration of Relevant Interests Form

I as a Trustee/committee member* (**delete as appropriate*) of the Farmborough Memorial Hall have set out below my relevant interests in accordance with Farmborough Memorial Hall Declaration of Interests Policy.

Category	<i>Please give details of the relevant interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection</i>
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise) e.g., trusteeships, directorships etc.	
Membership of any professional bodies, special interest groups or mutual support organisations.	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings of more than 1% of issued capital and beneficial interests.	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.	
Any contractual relationship with Farmborough Memorial Hall	
Any other conflicts that are not covered by the above.	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the Declaration of Interests Policy.

Signed:

Dated:

V1.0

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Farmborough Memorial Hall Equalities Statement

Equal Opportunities Statement of Intent

Farmborough Memorial Hall Trustees and committee members acknowledge that the United Kingdom is diverse in culture, race, beliefs and religion and believes that no individual or group of people should receive less favourable treatment on the grounds of gender, age, colour, race, nationality, racial or national origins, cultural heritage, disability, marital status, social background, sexual orientation or geographical location. The Trustees acknowledge that members of these groups are often under-represented, exposed to prejudice and stereotyping, and suffer various disadvantages within our society.

The purpose of this statement is to set out clearly and fully the positive action that Farmborough Memorial Hall Trustees and committee members intend to take to combat direct and indirect discrimination in employment policy, management of the Farmborough Memorial Hall, relationships with hall users, other bodies and the services Farmborough Memorial Hall provide to the community, community organisations and individuals.

The Equal Opportunities Policy and Code of Practice

Farmborough Memorial Hall Trustees and committee members acknowledge the definitions of various groups of people who are vulnerable to discrimination as set out in the Equality Act 2010. The Trustees and committee members will support and implement the legislation and will work to ensure that no person protected by the legislation is discriminated against unlawfully, and that any positive obligations and duties are performed.

Farmborough Memorial Hall Trustees and committee members will:

- where reasonably practical, widen accessibility by removing barriers which make it difficult for people with disabilities to use Farmborough Memorial Hall.
- provide facilities for people with disabilities to enable them to participate in activities.
- ensure that the design of publicity and information take account of the needs of people with disabilities.
- deal with any complaints of discrimination promptly, impartially, thoroughly and confidentially.
- ensure any volunteers, hirers, Trustees and committee members are aware of Farmborough Memorial Hall's policy on equality.
- ensure that the equal opportunities policy is monitored and reviewed annually.
- challenge racism in any form and encourage its users to do the same.
- challenge sexist policies, practices and attitudes and encourage users to do the same.
- endorse the right of each individual to his or her own religious belief or the absence of a belief.
- encourage people from underrepresented groups to attend and participate in the activities of Farmborough Memorial Hall

The Code of Conduct

1. People will be treated with dignity and respect regardless of the group to which they belong.
2. People's feelings and views will be valued and respected. Language or humour that people find offensive will not be used or tolerated e.g. racist jokes or derogatory terminology.

3. No-one will be harassed, abused or intimidated on the grounds that they belong to a vulnerable group. Incidents of harassment will be taken seriously and the committee will undertake investigations of any complaints quickly, impartially, thoroughly and confidentially.

This policy will be reviewed annually.

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V1.0 21 May 2024

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Farmborough Memorial Hall

Anti Bullying and Harassment Policy

1. Purpose

Farmborough Memorial Hall Committee (hereafter referred to as the Committee) is committed to encouraging all users of the village hall to maintain good relations, and not use words or deeds that may harm the wellbeing of others.

Everyone has the right to be treated with consideration, fairness, dignity and respect. and this contributes to an environment in which individuals feel safe to participate and to work or volunteer.

This policy aims to:

- Create a climate in which all types of bullying and harassment are regarded as unacceptable
- Promote an environment free from threat, harassment and any type of bullying behaviour
- Outline positive action to be taken to prevent bullying and harassment from occurring
- Demonstrate commitment to overcome bullying and harassment by practising zero tolerance
- Ensure staff and volunteers can work in a respectful environment

The Committee will take seriously and investigate any allegations of bullying or harassment.

3. Definition of harassment and bullying

Harassment and bullying can be summarised as any behaviour that is unwanted by the person to whom it is directed. It is the impact of the behaviour rather than the intent of the perpetrator that determines whether harassment or bullying has occurred.

Harassment may be defined as any conduct which is:

- Unwanted by the recipient
- Is considered objectionable
- Causes humiliation, offence, distress or other detrimental effect

Harassment may be an isolated incident or repetitive; or occur against one or more individuals. Harassment may be, but is not limited to:

- Physical contact – ranging from touching to serious assault, gestures, intimidation, aggressive behaviour
- Verbal – unwelcome remarks, suggestions and propositions, malicious gossip, jokes and banter, offensive language
- Non-verbal – offensive literature or pictures, graffiti and computer imagery, isolation and exclusion from social activities

Bullying is unlikely to be a single or isolated instance. It is usually, but not exclusively repeated and persistent behaviour which includes:

- Conduct which is intimidating, physically abusive or threatening
- Conduct which denigrates, ridicules or humiliates an individual, especially in front of others
- Conduct which is malicious or insulting

- Targeting on one person when there is a common problem
- Shouting at an individual to get things done

4. How to raise concerns.

Please report any concerns regarding bullying or harassment to the Chair of the Committee.

5. What will the Committee do?

- Work together to promote a culture that enables issues about bullying and harassment to be addressed.
- Treat all incidents fairly, sensitively and in the strictest confidence
- Listen to all parties involved in the incident
- Investigate as fully as possible
- Take appropriate action. This may involve asking people to leave the premises and preventing future bookings or attendance at the hall for a fixed period of time or indefinitely
- Record all incidents of bullying
- Promote the use of strategies which challenge bullying behaviour

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FINANCE POLICY**



PURPOSE:

The purpose of this policy is to provide guidance to Farmborough Memorial Hall Trustees and committee members involved with managing Farmborough Memorial Hall funds and to ensure that there are adequate internal financial controls over their assets and their use.

Scope

This policy covers all financial activities associated with Farmborough Memorial Hall, including financial controls, monitoring activities, internal audits, financial information and communication, Trustee responsibilities, receipt of income, banking procedures, purchases and expenses. The individuals falling within the scope of this policy include Trustees, Committee Members, Volunteers and employees. This policy particularly applies to Trustees and committee members.

Trustees and committee member's responsibilities

- The Treasurer will provide an update on the finances at each hall meeting and at each annual general meeting the report and accounts of the Farmborough Memorial Hall for the preceding year which runs from April 1st to March 31st.
- They accept and will implement the guidance provided by the Charity Commissioners in the management of its operations, as follows:

1. Trustees and committee members of Farmborough Memorial Hall are under a duty to ensure that Farmborough Memorial Hall keeps proper books and records, and that annual accounts are prepared. The Chairman must also prepare an Annual Report.

The Annual Report and accounts should conform to relevant requirements and recommendations.

2. Trustees and committee members of Farmborough Memorial Hall must ensure that the accounts are subjected to scrutiny and annual audit, as required by legislation or by Farmborough Memorial Hall's governing document.

3. The AGM will appoint an appropriately qualified auditor/independent examiner to audit or examine the accounts before presentation to the next AGM.

4. Trustees and committee members of Farmborough Memorial Hall need to formally approve the Annual Report and accounts.

5. Copies of the Farmborough Memorial Hall report and accounts each year are available to all trustees and committee members of Farmborough Memorial Hall. New trustees ought to be given a copy of the latest accounts on appointment, together with other essential documents such as the governing document, and information about the charity's history.

INTERNAL FINANCIAL POLICY AND CONTROLS.

Farmborough Memorial Hall maintains a computerised accounting system which records:

- Cheque payments, Internet Banking Transfers and cash received and banked and other amounts paid from the bank accounts
- Every transaction will be entered into the appropriate book and will include:
 - The date of the transaction
 - The name of the person money was received from or paid to and the full amount
 - A brief description of why the money was received or paid
 - An analysis of each amount under its relevant budget heading, where applicable
- All documents relating to receipts and payments will be filed in the month they are input into the system
- A regular backup copy will be taken, saved to CDROM and a copy transferred electronically.

Authorisation and Payments:

- No Farmborough Memorial Hall Trustees and committee members may authorise payment to themselves, their partner or relatives.
- Invoices (or other receipts) should be matched and checked before payment is authorised.
- Once payment has been made the invoice (or other receipt) should be marked “Paid”, together with the cheque number and date.
- All payments must be entered in the computerised accounting system only after being authorised.
- All payments over £200 must be authorised by Farmborough Memorial Hall Trustees and committee members.

Controls over expenditure:

It is important for trustees and committee members of Farmborough Memorial Hall to bear in mind that they are responsible for all expenditure of charitable funds and have to account for how the charity's funds have been applied. A minimum of two trustees are required to authorise any payment out from the charity funds. Where expenses are being reimbursed to a Trustee or committee member, they cannot be one of these authorised signatories.

Insurance:

- Appropriate Insurance policies will be maintained to cover:
- Public Liability
- Contents
- When relevant the Trustees and committee members of Farmborough Memorial Hall will set up and maintain a fixed asset register stating the date of purchase, cost, serial numbers and normal location of assets. Additionally, they will maintain a property record of items of significant value, with an appropriate record of their use.
- A copy will be kept off the premises at the address of the Treasurer.

Controls over Public Donations and Legacies:

The Trustees and committee members of Farmborough Memorial Hall are responsible for ensuring that when a public donation, grant or legacy is offered to Farmborough Memorial Hall that the treasurer confirms to the trustees and committee members that the party donating are known to Farmborough Memorial Hall and that any attached conditions are acceptable if they support the purposes of Farmborough Memorial Hall and do not introduce any conflict of interest. If the donating party is not known to Farmborough Memorial Hall then it is necessary to carry out a Know Your Client Procedure. Donations and Legacies that do not support the charitable purposes for Farmborough Memorial Hall will not be accepted.

Investments:

Farmborough Memorial Hall trustees and committee members will only invest in interest bearing cash deposits in bank or building society bonds if the decision to do so has been approved and minuted at a meeting of the Trustees and committee members of Farmborough Memorial Hall.

Trustees' liabilities

If funds are lost through trustees neglecting their duty of care they could be held personally liable to repay to the charity the funds lost. However, if reasonable controls are in place and have been adhered to, then trustees are unlikely to find themselves in the position of having to make good any such loss.

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TRUSTEE/COMMITTEE MEMBERS EXPENSES POLICY and PROCEDURES

1. Introduction

1. Trustees or committee members should not obtain any personal benefit from their work as a trustee or committee member. However, they are entitled to reclaim reasonable out of pocket expenses to cover necessary travel; accommodation; telephone and postal costs and authorised attendance at conferences, seminars or training events.
2. The total of all reimbursed trustee expenses has to be disclosed in the notes in the Farmborough Memorial Hall annual accounts.

2. Trustee expenses

- Expense should be claimed within two months of expenditure being incurred.
- They should be sent to the Treasurer for approval, together with receipts for expenditure, note the Treasurer expenses need approval by the Chairman to avoid conflict of interests. The receipts are necessary for audit purposes.
- Under normal circumstances, expense claims will be paid by BACS within two weeks of receipt.

3. Expenditure guidelines

3.1 As a charity Farmborough Memorial Hall seeks to reimburse essential and reasonable costs incurred. By way of guidance, these include the following:

- Standard class travel expenditure
- Mileage on business at the casual user rate (45p per mile), up to the maximum allowed by

HMRC

- Light refreshments during travel.
- Administration costs such as post, telephone, advertising, printing, social media.

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