

Worthen Village Hall and Recreation Ground
Reg Charity No. 502406
Trustee Code of Conduct

Date 26/04/2025
Version 1

Charity Trustees are ultimately responsible for the charity. As charity Trustees collectively and individually, we will:

- **Be guided** by The Mission and Values of Worthen Village Hall & Recreation Ground in all decisions made for the charity.
- **Be eligible** to be a trustee by not being disqualified in law, as gov.uk guidance <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>
- **Act legally and properly** by acting with integrity, honesty, within the law, our constitution, mission, values, policies and in the charity's best interests always.
- **Review** this code every three years.

Trustees at Meetings

- **Create a safe space** – in which everyone is encouraged and feels able to speak.
- **Positively challenge** – each other but avoid being confrontational. Instead, Trustees ask open questions that will help all to work together to explore/test an idea, or suggestion - who, what, when and how.
- **Focus on solutions** – by sharing experience, only to learn from it, avoid talking about what we can't do and, instead, focus on what we can do.
- **Welcome differing viewpoints** – respect each other's right to hold a different opinion and recognise our own right to do so too.
- **Be slow to take offence** – and quick to apologise, always.
- **Not make assumptions** – about who someone is, rather respond based on the facts/content of what he/she said.
- **All contribute** – everyone has something to give and something to learn.
- **Act strategically** – by thinking externally and longer term.
- **Work as a team** and respect that decisions are made as a collective by a vote.
- **Confidentiality** - only to record personal notes on decisions, actions and dates during the meeting, and refrain from using devices to communicate with others during the meeting.
- **Raise potentially contentious issues with the Chair in advance** so that they can be placed on a committee agenda. When called to decide the Trustees must have all the facts they need and have had the opportunity to consider them before the meeting. It is not fair or appropriate to raise contentious issues for the first time at a meeting and then expect the other Trustees to make an instant decision.

Worthen Village Hall and Recreation Ground
Reg Charity No. 502406
Trustee Code of Conduct

Date 26/04/2025
Version 1

Trustees outside of Meetings

- **Accept decisions** - once made the decision becomes the decision of the whole committee and Trustees are not expected to speak out against majority decisions in public or private outside of the committee.
- **Trustees accept we owe a duty of mutual trust** and confidence to the community and to each other. It is not acceptable to breach that trust and confidence by sharing offensive, threatening or derogatory remarks, in communications or correspondence; this includes all types of electronic communication, personal blogs, websites, and social networking sites.
- **Act or speak** on behalf of the committee only when specifically asked to do so.
- **Understand that operational delivery is the remit of the Chair, Team Leads and Newsletter Editors** – by recognising that it's not a Trustee's role to manage operations, but to ensure these are led and managed well.

Code of Conduct Breach

- **Give permission** – to all Trustees to remind their fellow Trustees when they inadvertently stray from the above.
- **Conscious or persistent breach/es** will require the committee of fellow Trustees to decide if the individual is required to relinquish their post.

This Code of Conduct was adopted by Worthen Village Hall and Recreation Ground by the committee unanimously by all Trustees on 26th April 2025. Being:

Jon Newson
Anna Stegeman
John Sharpe
Kate Washbourne
Ann Wilde

Kathryn Phillips
Tim Worley
Gill Stickells
Ann Wass
Clive Whittall

Len Bennett
Jennifer Matthys
Grace Pulford
Gina Evans