



Internal Governance

The Upper Rissington Village Hall Trust meets the requirements of the Charities Commission and was registered on 15 July 2015. It is governed by the requirements of the Constitution and managed by the Trustees named in that document (as amended) and as currently held by the Charities Commission..

Whilst the Constitution contains the framework of governance, it is considered appropriate to state additional requirements to ensure the effective running of the Trust.

1 The Trustees

- 1.1 The Trustees, through the Chairman, shall conduct their activities as laid down in the relevant sections of the Constitution to achieve the Objectives of the Trust.
- 1.2 These activities shall be implemented through the URVH management system. This management system shall comprise processes and procedures agreed by the Trustees and maintained by the Secretary. The current procedures, which shall be construed to be the “Original”, are held on the dedicated Google Drive, all previous versions are held by the Secretary. Draft procedures and draft revisions shall be made available to members who have 30 days to comment. “No comment” shall be taken as tacit acceptance.
- 1.3 The Trust shall make available on the website the following procedures:
urvh 2, 2.3, 3, 4, 5, 7, 8, 9, 12, 13, 14
The remaining procedures may be available on application to the Secretary.
- 1.4 In accordance with Section 15 of the Constitution, the Trustees shall hold one Annual General Meeting, nominally in June of each year. Trustees shall be given no less than 14 days’ notice of this meeting together with a draft Agenda on which to comment. This meeting shall be conducted as required by the Constitution and an Annual Report shall be made available to the residents of Upper Rissington through the URVH website.
This does not preclude, under section 15 (1) (a), any Trustee calling a meeting of the Trustees through giving a notice of a valid reason to the Chairman.
- 1.5 The Treasurer shall maintain throughout the year financial records to meet the requirements of the operation of the Trust and the make the appropriate annual returns to the Charity Commission.
- 1.6 Trustees are required by the Charities Commission to be aware of the legal requirements applying to Charitable Trusts and also the requirements of the Charities Commission. Changes to these requirements are highlighted through “Charity Commission News” which will be promulgated when received by the Secretary on the Google Drive.

2. Management Committee

- 2.1 In accordance with section 14, the Trustees have delegated the day to day running of Upper Rissington Village Hall to the Management Committee. This Committee shall conduct its work in accordance with section 14 (1) of the Constitution and the directions given by the Trustees. Members serve an initial term of three years which may be extended by the Trustees.
- 2.2 Members of the Committee, elected as described in urvh 11, are required to represent the Trust in a professional manner at all times.
- 2.3 The Committee carries out its business through no less than six (6) scheduled meetings each calendar year [January, March, May, July, September, November]. Minutes of the meetings, detailing decisions made, tasks assigned and stating the date of the next meeting, shall be distributed to members not more than 7 days after the meeting. Members are required to partake in all the tasks which they have been assigned by the Chairman in a timely manner and to the best of their ability.
- 2.4 To ensure that the work of the Committee continues in a competent manner, members are requested to attend all the meetings when practicable. Should a member be unable to attend a meeting when notice is given, he or she shall advise the Secretary. If the Secretary receives such notice from more than 50% of the members, he will advise the Chairman with a view to changing the date of the meeting to facilitate attendance. Any member who has assigned responsibilities and cannot attend the meeting should send an update to the Secretary so that it may be read out at the meeting.
- 2.5 In line with section 12 (1)(b) of the Constitution, a member ceases to hold office if he or she is absent, without the permission of the Chairman, from all the meetings held within a six month period. The member is entitled to attend a further meeting to make representations prior to such removal.
- 2.6 In conformance with good governance, a record of attendance at meetings shall be maintained.
- 2.7 The Chairman of the Committee shall be replaced in the following manner:
 - (i) The outgoing Chairman shall give three months' notice in writing to the Secretary of the intention to resign and leave the position.
 - (ii) At least two weeks before the next scheduled Management Committee Meeting the outgoing Chairman shall contact each Committee member to ask if they are prepared to stand as Chairman.
 - (iii) At the next Meeting the outgoing Chairman shall conduct a secret ballot amongst those attending, using the names of those prepared to stand. Should only one member be prepared to stand, then that person shall be elected as Chairman.
 - (iv) The outgoing Chairman shall advise the Trustees of the result of the ballot.
 - (v) The Trustees will ratify the decision and the new Chairman of the Committee will be appointed.
 - (vi) In the event that no member of the Committee is prepared to stand, or the Trustees cannot ratify the selection, the decision of the Chairman of the Trust shall be final.

3. Communications

- 3.1 The URVH Trust and the Management Committee recognise the requirements of the Data Protection Act 1998 (DPA) and the General Data Protection Regulations (GDPR) which governs the use of information about people known as Personal Data. The way in which the Trust complies with the requirements is detailed in urvh 14, Data Protection.
- 3.2 To ensure clarity in communications concerning the URVH Trust and the Management Committee the following rules shall be followed. Any communication not following this procedure shall be construed to have not come from URVH Trust or Management Committee.
- 3.3 Communications by Trustees or Management Committee members to Third Parties may be by telephone, e-mail or hard copy letter. In all cases the originator shall make it clear that he or she is representing the Trust and the position in which they are doing so, e.g. Secretary.
- 3.4 All hard copy letters shall be on the URVH format and be signed including the corporate signature block. The originator shall keep a copy of all letters written.
- 3.5 E-mails to Third Parties shall contain a signature block in the following format:

Andrew R Mitchell
Secretary to URVH Trust



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Wellington Road
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Cheltenham
GL54 2QB

T: 01451 821820
M: 07508 274279

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Upper Rissington Village Hall Trust: Registered Charity No. 1162683