



OPERATIONAL POLICIES

FINANCIAL RESERVE POLICY: Caerwys Town Hall Trustees strive to maintain at all times a cash reserve of a minimum of £2,000 to cover any dip in income, unplanned repair or maintenance and replacement of equipment and furniture it provides to hirers. The cash reserve will be held in the charity deposit bank account for its intended use, leaving sufficient funds in the current account to meet day to day needs. This policy is reviewed annually and to be amended to incorporate investment opportunities outside of its existing banking arrangements if substantial surplus funds were received.

FRAUD POLICY: Caerwys Town Hall Trustees have a zero-tolerance approach to fraud and strive to create an environment that is one of openness and honesty in its activities and use of public funds. Two signatures are required to sign cheques and/or authorise electronic Faster Payments. Additionally, Trustees receive audited financial reports at its Annual General Meeting, with updates at each ordinary meeting. The Trustees will always aim to seek to use the services of known local suppliers with good reputations.

PURCHASING POLICY: Caerwys Town Hall Trustees authorise the Treasurer to make purchases up to £100 noting the need for two signatures for cheque payments and/or two authorisations for electronic Faster Payments; it is expected that the Treasurer will ensure best value for the Town Hall, and all such payments must be reported at the next general meeting of the Trustees. For purchases over £100, all Trustees must be consulted and a majority agreement in place before any purchase is made. All such purchases must be reported and minuted at the next general meeting of the Trustees.

RECEIPTS POLICY: Income is managed solely by the Secretary/Treasurer. Where the amount due is known when the booking is made (which is the case with all but a small number of bookings) an invoice is raised and issued to the hirer. On occasions when cash is received as a payment for hire of the hall, and where these are NOT received as a result of an invoice having been raised (for example donations), then a receipt is issued to the hirer as confirmation.

CANCELLATION POLICY (with effect from 1st April 2022): Should a booking be cancelled with less than 48 hours' notice, 50% of the hire charge must be paid. Should a booking be cancelled with less than 24 hours' notice, 100% of the hire charge must be paid.

APPOINTMENT AND TERMINATION OF TRUSTEES: The number of serving Trustees as stated in the Trust Deed is a minimum of 5, and no more than 10 at any one time. There is no stipulation in the Trust Deed around length of tenure.

Should a vacancy arise, any serving Trustee may nominate any potential Trustee and all other Trustees must agree to their appointment. If there are no objections, the potential Trustee will be asked to complete the Trustees Duties and Declaration of Interests form, and providing there are no conflicts will at that time be confirmed as a Trustee.

There are no restrictions around Trustees resigning their post beyond that of notifying the Chair and Secretary. A Trustee may only be proposed to be removed by a serving Trustee, and all remaining Trustees need to be convinced of the case for removing said Trustee and all would need to agree before a decision was made. Trustees, however, are required to relinquish their role should they no longer reside in the parish of Caerwys as this is a stipulation in the Trust Deed.

CONFLICT OF INTEREST POLICY: Caerwys Town Hall Trustees are required to declare their personal and prejudicial interests via the Trustee Duties and Declaration of Interest form. Trustees are aware of the need to be transparent in all discussions and that they could be asked to leave the room during decision making to avoid improper influence and bias. Similarly, it is recognised that it is common for Trustees to be involved in more than one entity particularly when serving in the community. Trustees are therefore also required to declare their other commitments through the Trustee Duties and Declaration of Interest form. Where related party transactions arise they are discussed, approved and minuted at the relevant meeting; related party transactions include (but is not limited to): hire of hall and donations between organisations, payments to trustees, hire of hall and donations by Trustees.

Date approved:	Approved at Trustees' meeting held 5 th December 2022
Signed on behalf of Trustees: (please include printed name and role)	Carys Biddle, Chair of Trustees
Date of review (at least annually):	No later than the end of December 2023

Caerwys Town Hall, registered charity number 501027