



Millbrook Village Hall

Code of Conduct

July 2018

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The Policy

All Trustees and Committee Members must sign to acknowledge awareness of this Code of Conduct and to agree to follow it.

The business meetings of the Trustees and Committee Members of Millbrook Village Hall follow a widely accepted format, as indicated by the Deed of Trust, through regular meetings with formally appointed Trustees and Committee Members, with an agenda and with regulation by a chair person. The Trustees and Committee Members will keep in mind the original purpose of the Trust and spirit of the 1996 Millbrook Village Hall Trust Deed.

Since its formation, business of the Millbrook Village Hall Management Committee, made up of the Trustees and Committee Members, has usually been proceeded by consensus, with voting on most matters.

No member of the Management Committee can overturn a decision taken by the Trustees or disrupt the progress of the meeting. Any decision taken will stand and can only be overturned or altered by agreement of the committee.

The view of any Trustee and Committee Member, not able to attend a meeting, can be put forward but that does not constitute a vote.

The reputation of the Millbrook Village Hall Management Committee should not be brought into disrepute by any Trustees or Committee Members. Any Trustee or Committee Member, who is deemed by the committee to have done so, may be given a warning and, at the last resort, asked to resign. Should this happen, the Trustee or Committee Member will be given the opportunity to be heard, but must accept any final majority decision of the committee.

Apart from the AGM, Committee meetings are closed and are minuted. AGM minutes are posted in the Hall foyer.

The Charity Commission states that Millbrook Parish Council is the Custodian Trustee of Millbrook Village Hall and consequently a Parish Councillor will be invited onto the committee.

When a decision is required to go to a vote, at least third of the Trustees and Committee Members must be present to make a quorum. If not, the vote must be deferred to the next meeting. Where required the Chair has the casting vote. In exceptional circumstances, where a vote is required urgently, the Chair may decide to accept a vote of less than a third of the members.

Trustee Conduct

Trustees and Committee Members:-

- will act within the governing documents of Millbrook Village Hall, abiding by its policies and by the law.
- will respect organisational, board and individual confidentiality.
- will act with respect, and without judgement or offensive language towards other committee members, hall users and the general public.
- will use Millbrook Village Hall's resources responsibly and will do so in line with its policies and procedures.
- will seek to be accountable for their actions and will submit themselves to appropriate scrutiny.
- will not gain materially or financially from their involvement with Millbrook Village Hall unless specifically authorised to do so.
- will act in the best interests of Millbrook Village Hall as a whole, and not as a representative of any other group.
- will seek to support the Chair and other members of the committee wherever possible.
- will not make public comments about Millbrook Village Hall unless authorised to do so.
- must declare any conflict of interest and must not put themselves in a position where personal interests conflict with their duty to act in the interests of Millbrook Village Hall.
- will attend all or, as many as possible, meetings of the Millbrook Village Hall Committee or give apologies. If a Trustee or Committee member fails to attend on more than 3 consecutive scheduled meetings or has clearly become inactive, the Trustees might ask them to retire. The committee will respect that they have family and other commitments, or may be ill, and will not always be able to attend.
- will respect diversity and equality.

If a Trustee or Committee Member wishes to cease being a Trustee or Committee Member at any time, they will inform the Chair in advance in writing, stating their reasons for leaving.

Public Interest Disclosure (whistleblowing)

Millbrook Village Hall Trustees and Committee Members are committed to ensuring the highest possible standards of care and the highest possible ethical standards in delivering the services they provide. This policy demonstrates the commitment of the Trustees and Committee Members to recognise and take action in respect of malpractice, illegal acts or omissions by committee members and hall users.

It is the responsibility of all committee members to ensure that, should they become aware that the actions of other committee members or hall users might compromise this objective, they will be expected to report the matter in the safe knowledge that this matter will be treated sensitively and seriously.

All Trustees and Committee Members, who reasonably believe they have a concern, are encouraged to discuss them with the person involved.

In certain cases, it is recognised that individuals may be reluctant to voice their concerns, particularly if the conduct or action of a colleague is involved. If this situation is applicable, the person is requested to discuss their concerns with the Chair or Vice-Chair of the committee or another Trustee or Committee Member, if appropriate.

The Trustees and Committee Members will do their utmost to ensure that the concerned person feels able to raise such concerns confidentially and without fear of subsequent action being taken against them.

Declaration of Acknowledgment for Trustees and Committee Members

I have read through the Millbrook Village Hall Code of Conduct and agree to follow it.

Name (Print) _____

Signature _____

Date _____

Adopted on behalf of Millbrook Village Hall Management Committee

Name: Clare Watkins

Position: Chair

Signed _____

Date 19/07/18