
Hurworth Village Hall



(Registered Charity No: 520830)

Church Row, Hurworth on Tees, Darlington, DL2 2AQ

Trustees Policy and Procedures

Introduction

Hurworth Village Hall is registered with the Charities Commission, registration number 520830. It has a Governing Document which sets out the charity's purposes and how it is to be administered. Hurworth Village Hall's Governing Document is a Scheme set up by the Charities Commission in 1966 and in this Scheme the expression '*the Foundation*' means Hurworth Village Hall, in the Parish of Hurworth, County Durham.

The Scheme sets out, amongst other things:

- The Objects of the charity
- The number and method of appointment of the Charity Trustees
- How the charity should be run.

Object

The primary object of the charity is defined below:

'The Object of the Foundation shall be the provision and maintenance of the Hall for the use of the inhabitants of the Parish of Hurworth and the neighbourhood (in this Scheme called the 'area of benefit') without distinction of sex or political, religious or other opinions, and in particular for the use of meetings, lectures and classes and for other forms of education, recreation and leisure-time occupation, with the objectives of improving the conditions of life for the said inhabitants.'

Policy	Trustees Policy and Procedures
Date / Version	April 2026
Review Date	April 2028

Charity Trustees

The Charity Trustees are the Managing Trustees of the charity and are referred to in the Scheme as the Committee of Management. As Charity Trustees, all members of the Committee have a legal responsibility for the running of the charity.

The Committee of Management consists of twelve members:

- Six elected Members
- Two Representative Members
- Four Co-opted Members.

Elected members

- Appointed at the Annual General Meeting (AGM) held in November each year.
- Serve until the next AGM.
- May be re-elected in the following and subsequent years.

Representative members

- One appointed by Hurworth Parish Council.
- One Parochial Church Council.
- Appointed at the meeting convened and held in accordance to the ordinary practice of the appointing organisation.
- That names are notified by the appointing organisation to the Secretary of Hurworth Village Hall Management Committee following appointment.
- Representative members shall continue to be appointed to the Committee for second and subsequent years.

Co-opted members

- Co-opted members of the Committee shall each be appointed for a term of one year.

Casual Vacancies

Should a casual vacancy occur, this shall be filled in accordance with the Governing Document.

Chairman

Will be elected at the AGM.

Attendance at meetings

Charity Trustees are expected to attend ordinary meetings, of which there will be at least three per year and the AGM.

Policy	Trustees Policy and Procedures
Date / Version	April 2026
Review Date	April 2028

Voting

In accordance with the Governing Document '*Every matter shall (except as in this Scheme provided) be determined by the majority of members of the Committee present and voting on the question and in case of equality of votes the Chairman of the meeting shall have a second and casting vote*'.

Induction of Charity Trustees

On appointment Charity Trustees:

- Will be given a copy of the Constitution.
- Will be loaned the Charity Commission leaflet *The Essential Trustee: What you need to know*.
- Be provided with a copy of Hurworth Village Hall Policies and Procedures.
- Asked to sign the 'Declaration by Charity Trustees' (Appendix 1) that details eligibility to be a Trustee.

Further to this the Trustee will:

- Have their details entered on the Charity Commission web site.
- Be provided with a copy of the last year's ordinary meeting minutes and the most recent AGM minutes.
- Be advised of the dates of forthcoming meetings.

All trustees will sign either the Annual List of Trustees (Appendix 2) or a further 'Declaration by Charity Trustees' at the Ordinary Meeting following the AGM.

Resignation of Charity Trustee

Trustees wishing to resign from Hurworth Village Hall Management Committee must do so in writing to the Chairperson of the committee.

Policy	Trustees Policy and Procedures
Date / Version	April 2026
Review Date	April 2028

Appendix 1 Declaration by Charity Trustees

Name of charity: Hurworth Village Hall

Charity registration number: 520830

1. I have received and studied the constitution of Hurworth Village Hall and support its purposes.
2. I have been given a copy of the Privacy Policy and understand that the personal information given below will be retained in line with this.
3. I consent to my personal information as below being shared with the Charities Commission in order for me to be registered with them as a Trustee.
4. I realise that as a member of the Hurworth Village Hall Management Committee, I am one of the organisation's managing charity Trustees, and I understand the duties and responsibilities involved, as explained and indicated in the Charity Commission leaflet *The Essential Trustee: What you need to know*.
5. I declare that I am not disqualified from acting as a charity trustee and that:
 - I am aged 18 years or over at the date of this election or appointment.
 - I am capable of managing and administering my own affairs;
 - I do not have an unspent conviction relating to any offence involving deception or dishonesty;
 - I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors (*ignore if discharged from such an arrangement*);
 - I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the Insolvency Act 1986;
 - I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an Order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body.

That in the event of my becoming disqualified, I will take no further part in the affairs of Hurworth Village Hall whilst such a disqualification lasts.

Name	
Address	
Postcode	
Date of Birth	
Daytime Telephone number	
E-mail address	
Signed	
Date	

Policy	Trustees Policy and Procedures
Date / Version	April 2026
Review Date	April 2028

Appendix 2
HURWORTH VILLAGE HALL

Annual list of Trustees

Church Row, Hurworth, Darlington, DL2 2AQ

I, the undersigned, declare that I have received a copy of the Governing Articles that I support the objects of the Charity, that I understand the duties and responsibilities of charity trustees, and that I am eligible to serve as a Trustee of Hurworth Village Hall, Charity Registration Number: 520830.

Name	Position	Representing	Date	Signature

Policy	Trustees Policy and Procedures
Date / Version	April 2026
Review Date	April 2028