

# **Hanham Community Centre**

**A Charitable Incorporated Organisation - Charity No: 1152575**

## **Policy on the Role of Parish and/or SGC Council Representatives at BOT Meetings**

October 2017

***Dated: 6<sup>th</sup> August 2013 and revalidated Oct 17***

***Issue: 1.5***

***Prepared by: K M Lawrence***

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***This Policy was adopted by the Board of Trustees***

# AMMENDMENTS

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Comments</b>
0.1A	Feb 09	K M Lawrence	Initial Draft
1.0	Nov 09	K M Lawrence	Issued Document
1.2	Dec 10	K M Lawrence	Minor Revisions
1.3	Dec 12	K M Lawrence	Revalidated - accept parish Reps
1.4	Aug 13	K M Lawrence	Charity No Changed
1.5	Oct 17	K M Lawrence	Revalidated

# Policy on the Role of Parish and/or SGC Council Representatives at BOT Meetings

## 1. Purpose

The purpose of this policy is to clarify the purpose, role and level of involvement of any parish or county council representatives at the Hanham Community Centre Board of Trustees.

## 2. History

Historically HCC had representatives from the Hanham parish councils and the County Council. In the past the level of engagement has been variable, partly because the reps did not understand their role at the Board.

As a result, HCC asked the two parish council reps to stop attending, and took a policy decision to only have a council representative. In late 2011 HCC was unable to engage a council representative, and as such agreed to engage a parish council representative if a county council rep could not be obtained.

## 3. Policy

The purpose, role and level of engagement of the representatives are as follows:

### TO

- The primary purpose of the Reps is to provide a report to the BOT of activities within the parish or council which may be of interest to HCC. This may include, but not be limited to:
  - Fundraising opportunities
  - Community events
  - Grants
  - Legislative changes
- The secondary purpose is to listen to discussions at the BOT, offer a parish/council position/view (on external matters) and if asked provide active support to the BOT by taking away requests and tasks from the BOT to the parish and/or county offices to enable better communication between the bodies and enable progress to be made on issues of concern to the BOT.
- Attend meetings where requested – but not attend part/whole meetings if asked.

### NOT TO

- The reps do not have a vote at BOT meetings
- The reps are not Trustees of HCC
- The reps may listen to discussion at the BOT on both internal and external matters and offer a parish/council position on external matters; beyond this reps must not engage in extensive discussion; as they are not Trustees.

## **4. Confidentiality**

Representatives attending the BOT will hear a lot of discussion and (at times) some disagreement between Trustees. In addition, the Reps will see HCC accounting and wage information.

The reps are asked to consider the information heard and discussed at HCC Board of Trustee meetings as confidential, and not for discussion outside of the meeting.

Where reps have been asked to take an action forwards they should do so taking consideration this paragraph. Reps may wish to formally confirm what information they can discuss with their colleges etc; noting that in general internal issues would not be for discussion.

Reps are also asked to note that the minutes from BOT meetings should also be considered confidential.

## **5. Attendance**

In general, reps are invited to attend all BOT meetings held on the 1<sup>st</sup> Monday<sup>1</sup> of each month (at 8pm). Apologise should be tendered if reps are unable to attend. Reps not attending for more than 4 meetings per annum may be asked to withdraw.

The Trustees may ask Reps to not attend certain meetings, or may ask the Reps to depart or miss parts of meeting. Reps would not normally attend the March Budget meeting.

## **6. Replacement of Reps**

The Trustees provide a seat at the BOT for the benefit of the charity and to enable better communications between the charity and councils. If the BOT does not feel a rep is providing this link, or is not “fitting in” with the workings of the BOT, the Trustees may ask to parish /county councils to appoint an alternative representative.

Representation from the parish/county councils is offered on a running basis, and the Trustees may withdraw this offer at anytime.

## **7. Revision**

This policy was established in 2009, but should be reviewed on a regular basis to ensure it remains appropriate to the needs of the charity. It is recommended that the Trustees review this policy at least every 4 years.

## **8. Adoption**

The current revision of this policy was adopted by the BOT in Aug 2013.

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<sup>1</sup> Unless there is a Bank Holiday etc.