

Mortimer Hall Operating Procedure's

Statement: - The sole aim of our Charity Trustees / Committee is to manage all aspects of the running of Mortimer Hall without any political, personal interest or financial gain, and that all the funds raised are for the sole use of operating, maintaining, and improving Mortimer Hall within the terms of our lease.

Our AGM will be held annually with the hall finances and minutes available for comment.

Committee: - Will consist of no less than 4 members up to a maximum of 12

Quorum: - The minimum quorum for a meeting is 50% of the Committee.

Meetings: - 5 meetings & an AGM will be held each year. + special meetings if required.

Committee: - Annual election of committee at the end of the AGM.

Officers: - Annual election of officers at the meeting following the AGM.
Before you can become eligible to be an Officer for our charity it is mandatory to complete 2 years' service as a committee member.

Finance: - A financial report will be presented at every meeting by the Treasurer.

Policies: - Policies/procedures will be reviewed annually at the meeting after the AGM

- Confidentiality policy.
- Conflict of interest policy.
- Dispersal policy.
- Emergency evacuation policy.
- Equal opportunities policy.
- GDPR policy.
- Health and safety policy.
- Lone worker policy.
- Mortimer Hall Operating Procedure's.
- Safeguarding policy.
- Zero tolerance policy.

Premises assessments: - Will be carried out by the Committee as required.

Working groups: - Work on projects will be approved and overseen by the committee, who will ensure all volunteer workers are complying with Health Safety regulations and wearing the appropriate PPE.

New Committee members will be asked to sign the: -

- Mortimer Hall Confidentiality Policy.
- Mortimer Hall Conflict of Interest Policy.
- HMRC Fit and Proper Persons Declaration.
- Trustee Eligibility Declaration.
- Mortimer Hall Operating Procedures.

To become an organisation's representative at Mortimer Hall, you will need a written and signed mandate from the organisation who wish you to represent them: - In fairness to all applicants only 1 representative from each organisation may apply to join the committee.

Committee members whose circumstances change relating to any of the above declarations, policies or procedures must immediately inform the hall Secretary.

Committee members are reminded that no committee discussions are to be communicated to any 3rd parties to avoid causing any confusion as to the committee's intent prior to any final decisions being made.

A Committee member will be appointed to be responsible for overseeing these procedures. This person will be responsible for urgently reporting concerns that arise to the committee. The appointee being until the meeting following the AGM in April

Acknowledging all contributors including acre/community first & others for their guidance & support, also for allowing us to adapt and adopt the Policies, Procedures & Declarations listed on pages 1 and 2.