



RESERVE POLICY: Crockenhill Village Hall Management Committee strive to maintain at all times a cash reserve of a minimum of £10,000.00 (ten thousand pounds) to cover any dip in income, unplanned repair or maintenance and replacement of equipment and furniture it provides to hirers. This policy is reviewed annually to ensure that the reserve amount is sufficient and achievable.

INVESTMENT POLICY: Crockenhill Village Hall Management Committee continue to set aside the cash reserve in the charity deposit bank account for its intended use as detailed in the reserves policy 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 over £25,000.00 (twenty five thousand pounds).

FRAUD POLICY: Crockenhill Village Hall Management Committee has 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. The Risk Assessment outlines financial procedures to be followed. Two signatures are required to sign a cheque. Additionally Trustees receive monthly financial reports and seek to use the services of known local suppliers with reputation.

POLICY ON PAYING STAFF: Crockenhill Village Hall Management Committee pays its staff a fair salary that is proportionate to the requirements of each role and in line with the Governments "Living Wage". The salary paid is reviewed annually in January.

CONFLICT OF INTEREST POLICY: Crockenhill Village Hall Management Committee requires its Trustees to complete a form registering their personal and prejudicial interests. 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.

RELATED PARTY TRANSACTIONS: Crockenhill Village Hall Management Committee recognises that it is common for Trustees to be involved in more than one entity particularly when serving in the community. Trustees are required to keep the Charity informed of their other commitments by completing a register of interest. Where related party transactions arise they are discussed, approved and minuted at the relevant meeting. Related party transactions include: hire of hall and donations between organisations, payments to trustees and hire of hall and donations by Trustees.

MODERN SLAVERY & HUMAN TRAFFICKING: Crockenhill Village Hall Management Committee endeavours to ensure that the use of modern slavery and human trafficking does not take place anywhere within its organisation nor that of its suppliers, partners and supporters. If ever any evidence to the contrary were to become apparent then the information would be reported to relevant authorities.

Policy Statements are reviewed annually at the AGM as a formality.

Reviewed and Approved 17th June 2020