



## **CROCKENHILL VILLAGE HALL MANAGEMENT COMMITTEE (CVHMC) POLICY STATEMENTS**

**RESERVE POLICY:** CVHMC strive to maintain at all times a cash reserve of a minimum of £12,500.00 (twelve thousand five hundred pounds) to meet six months of expenditure and 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:** CVHMC continue to set aside a 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 over £25,000.00 (twenty five thousand pounds).

**FRAUD POLICY:** CVHMC 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 or transfer a BACS payment. Additionally Trustees receive monthly financial reports and seek to use the services of known local suppliers with reputation.

**POLICY ON PAYING STAFF:** CVHMC pays its staff a fair salary that is proportionate to the requirements of each role and online with the Governments "Living Wage". The salary paid is reviewed annually at the Annual General Meeting.

**CONFLICT OF INTEREST POLICY:** CVHMC 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:** CVHM 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:** CVHMC 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 evidence to the contrary became apparent then the information would be reported to the authorities.

**EQUALITY STATEMENT:** CVHMC is committed to treating all organisations and individuals with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

**SERIOUS INCIDENTS:** If an actual or alleged serious incident occurred, the matter will be referred by the CVHMC to the Police, Charity Commission or any other related regulator as soon as possible. Types of reportable categories:

- 1) fraud, theft, money laundering, donations from unidentifiable sources & compromises of banking services.
- 2) Cases of safeguarding, threats or abuse of extremism towards groups or individuals.

Policy Statements are reviewed annually at the AGM as a formality. Last Reviewed and Approved April 2023