

North Cadbury Village Hall Trustee Policy

The appointment of a trustee must be in accordance with the charity's governing document.

As the majority of trustees are appointed as a result of being nominated by a user group then any trustees who are co-opted should be selected so that they bring skills and/or knowledge that will benefit the charity.

When preparing to appoint a new trustee, either nominated or co-opted, the existing trustees must ensure that the person is qualified to act as a trustee. No-one under the age of 18 can be a trustee.

The following are disqualified by law from acting as trustees, including anyone described in sections 178 to 180 of the Charities Act 2011. This includes:

- anyone who has an unspent conviction for an offence involving deception or dishonesty;
- anyone who is an undischarged bankrupt;
- anyone who has been removed from trusteeship of a charity by the Court or the Commission for misconduct or mismanagement; and
- anyone under a disqualification order under the Company Directors Disqualification Act 1986.
- anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register.

Before being appointed potential new trustees should be asked to sign a declaration to confirm that they are not disqualified from acting as a charity trustee, and to declare any potential conflict of interest that may arise as a result of their appointment.

Existing trustees should make use of official registers which record the names of people who are disqualified from acting as charity trustees. These include:

(1) The Individual Insolvency Register maintained by the Insolvency Service (www.insolvency.gov.uk), which contains details of:

- bankruptcies that are either current or have ended in the last three months;
- current individual voluntary arrangements and fast track voluntary arrangements; and
- current bankruptcy restriction orders and undertakings.

(2) The register of disqualified directors maintained by Companies House (www.companieshouse.gov.uk)

(3) The Charity Commission register of all persons who have been removed as a charity trustee. (www.gov.uk/government/organisations/charity-commission).

New trustees should be made aware of their responsibilities and should be given access to:

- the charity's governing document;
- the charity's latest Annual Report and accounts;
- minutes of recent trustee meetings;
- Charity Commission guidance [The Essential Trustee: What you need to know \(CC3\)](#), and [The Hallmarks of an Effective Charity \(CC10\)](#);

Adopted at committee meeting 26 November 2014