

HYTHE TOWN COUNCIL

CHARITY MEETINGS

STANDING ORDERS

STANDING ORDERS WITH RESPECT TO CHARITY MEETINGS (For both full Trustees meetings and Charities Committee meetings)

C1 Notice of Meetings

Dates of ordinary meetings of the trustee will be fixed at the Annual General Meeting. A written agenda shall specify the time and place of the intended meeting and the business to be transacted at the meeting and signed by the person or persons convening the meeting. A notice shall be delivered to the home address of the representatives of the trustee confirming the time, date, venue and the agenda of a meeting of the trustee at least three clear days before the meeting. Any proposed resolutions or amendments by representatives of the trustees must be given in writing to the secretary at least seven days prior to the date of the meeting for inclusion on the agenda.

C2 Quorum

The quorum for Trustees at full Trustees meetings shall be one third of the total number of Trustees (currently sixteen) plus one. The quorum shall be maintained at this level throughout the meeting for decisions to be made. The quorum for Charities Committee meetings shall be one third of its Members.

C3 Venue

The venue for the Charity Trustees full meeting shall be Hythe Town Hall, to commence no earlier than 6.00pm. The venue for the Charities Committee will normally be the Oaklands Committee Room.

C4 Decisions

Decisions reached at Charity Trustees meetings are collective decisions and are binding upon all Trustees. All minutes and recommendations from the Charities Committees to be referred to full Trustees meetings for ratification and decision.

C5 Procedures and Order of Business

- 1 The Agenda shall specify if the items are for discussion or for decision.
- 2 The Town Mayor (if present) shall be the Chairman of the Trustees' meeting.
- 3 If the Town Mayor is absent the Deputy Town Mayor shall be the Chairman of any Trustees meeting.

- 4 If both the Mayor and Deputy Town Mayor are absent the Trustees shall appoint a Chairman from among themselves before they proceed to any other business. The person appointed shall have, for the purposes of the meeting, the Town Mayor's powers and authority as Chairman of the meeting.
- 5 The Town Clerk or a designated Town Council Officer shall record the proceedings of the Trustees Meetings in accordance with the best practice as laid out in booklet CC48 – Paragraphs 49-61.
- 5 The Minutes of the meetings shall be circulated to all Trustees in advance of the meeting.
- 6 The minutes of the previous meeting shall be taken as read and if correct, signed by the person presiding the meeting.
- 7 The Chairman shall allow all those Trustees attending to have equal opportunity to speak on each item. Speeches shall be limited to five minutes maximum.
- 8 No resolutions or amendments to resolutions can be taken at meetings unless –
 - a) They are on the Agenda
 - or
 - b) All Trustees are present
- 10 The Chairman's ruling on procedures at meeting is final.
- 11 In the case of an equality of votes, the person presiding at the meeting shall have a casting vote, in addition to any other vote he may have.
- 12 Provided that there is a quorum present, decisions shall be taken by simple majority of the Trustees' voting.
- 13 All Trustees must observe the Code of Conduct which was adopted by the Town Council on the 19th April 2007. Trustees with prejudicial interests shall be given the opportunity to address their fellow Trustees for 3 minutes on the item in which they have the prejudicial interest immediately prior to the Trustees' discussion and decision on the item in question. Any Trustee with a prejudicial interest shall then leave the room for the discussion and vote on the item in question.
- 14 All Trustees' Committee and full Charity Meetings shall be open to the public and press, unless the Trustees determine that the matter under discussion counts as containing "Exempt" information and they vote to exclude the press and public, citing the reasons for doing so.

- 15 All Trustees conform and abide with the provisions of all Charities Acts and Trustee legislation.

C6 Adjournments

The meeting shall stand adjourned when –

- It becomes inquorate
- If there is an event beyond the control of the Trustees – external matters
- If the meeting becomes unruly
- If the meeting resolves to adjourn

The meeting shall stand adjourned –

- To a later time in the same day
- For an indefinite period
- To a later date and the same place
- To a later date and another place

Decisions taken prior to the adjournment remain valid.

Notice of the reconvened meeting will be given when necessary. No new business will be introduced without due notice being given in accordance with Standing Order No C1.

C7 Declarations of Interest

If a Trustee has a personal interest as defined by the Code of Conduct adopted by the Town Council on 19th April 2007 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or Chamber during consideration of the item to which the interest relates.

C8 Voting at Meetings

- 1 Voting shall be by show of hands, unless a signed ballot is requested by at least six Trustees at full Trustees meetings; in the case of the Charities Committee by at least three Trustees.
- 2 If a Trustee so requires, the Clerk shall record the names of the Trustees who voted on any motion so as to show whether they voted for, against or abstained. Such a request to be either prior to the vote being taken or before moving on to the next business.
- 3 A Trustee can require their name to be recorded so as to show how they voted on any item.

4 The Chairman of any Trustee meeting shall have a second or casting vote.

5 Only Trustees are able to vote at meetings.

C9 **Frequency of Meetings**

A minimum of two full Trustees meetings shall be held in any twelve month period. The Charities Committee to meet as and when required.

C10 **Annual General Meeting**

The Annual general Meeting of the Trustees shall be held no later than 31st December in the year, to allow for the approval of the previous years accounts and the Charity reports to be sent to the Charity Commission by the 31st January next.

The AGM shall conduct the following business –

- 1 Appointment of Officers.
- 2 To agree the Minutes of the previous meeting.
- 3 To receive reports, approve financial statements and accounts for the previous financial year. Details of these items to be circulated in advance of the meeting.
- 4 Approval of auditors.
- 5 To approve audit fees.
- 6 To consider any changes to the constitution/ governing document.
- 7 The Agenda will be issued giving 20 working days notice of the meeting.
- 8 To consider proposed resolutions by Trustees, written notice of which has been given to the Town Clerk 14 working days prior to the date of the meeting. The Chairman to allow the proposer of any motion to address the meeting.
- 9 To fix the dates of the Ordinary Meetings for the ensuing year.
- 10 If necessary, a revised Agenda will be issued 7 days prior to the meeting.

The conduct of the AGM shall be in accordance with booklet CC48 – Paragraph 90.

C11 **Extra-Ordinary and General Meetings**

An extra-ordinary General Meeting can be called by means of request by two trustees and its business shall cover the following matters:

- Alteration of the Governing Document
- Winding up the Charity
- Merging the Charity with others
- Discussion of an issue brought by Members

Change note (does not form part of standing orders)

Date	Version	Minute reference	Change
8 th March 2018	2 changing to 3	Minute 2 of the charity meeting of 8 th March 2018	Changed para c1 to allow for the same notice period for agendas as for council meetings ie three clear days (previously 6 days)