

Charity Commission Policies

These are policies recommended by the Charity Commission as part of their annual return checks.

Traditional policy documents are long winded and nobody reads them.

But it is worth stating these essential cores, which are an easy read. They let the readers know what they should be thinking about.

In a small charity run by unpaid volunteers, most of the subjects covered are dealt with naturally, but if there are problems where further help is needed, then these policies also serve as points of reference via the links to Charity Commission documents.

We may hold other files relevant to some of the policies.

Internal charity financial controls policy

Committee members, trustees and employees should be on the lookout for flaws in the charities financial controls, and for opportunities to improve their security, efficiency and productivity.

Prime responsibility is with the Treasurer.

Further information here

[Internal financial controls for charities \(CC8\) - GOV.UK \(www.gov.uk\)](#)

Safeguarding policy

See separate policy document.

Further information here

[Safeguarding and protecting people for charities and trustees - GOV.UK \(www.gov.uk\)](#)

Financial reserves policy

The hall is regarded as a permanent feature of Tewin. It thus needs to be financially viable in to the long term future. The Management Committee aims to maximise its income from rentals, fund raising events and investments. It is difficult to predict what future expenditure will be required and how resilient this fund raising stream will be. It is therefore considered prudent not to worry about the level of reserves on the upside. On the downside, if the level of reserves are falling, the Committee must take appropriate action, depending on the cause of the fall.

Further information here

[Charity reserves: building resilience \(CC19\) - GOV.UK \(www.gov.uk\)](#)

Complaints Policy

If Committee members, trustees or employees become aware of a complaint against the charity, they should immediately inform the Chairman.

Serious incident reporting policy

If Committee members, trustees or employees believe that they are aware of a serious incident regarding the charity, then the following explains how to proceed:

[How to report a serious incident in your charity - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity)

Internal risk management policy

If Committee members, trustees or employees become aware of a risk in any form to the operation of the charity, they should report it to the Committee for resolution.

The Committee is responsible for ensuring that various necessary checks and inspections are carried out to reduce risks.

Further information here

[Charities and risk management \(CC26\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/charities-and-risk-management-cc26)

Trustees expenses policy

Any relevant policies will be in the Committee Constitution.

Further information here

[Trustee expenses and payments \(CC11\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/trustee-expenses-and-payments-cc11)

Trustee conflicts of interest policy

If Committee members, trustees or employees become aware of any conflicts of interest, they should bring them to the attention of the Chairman.

Further information here

[Conflicts of interest: a guide for charity trustees \(CC29\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/conflicts-of-interest-a-guide-for-charity-trustees-cc29)

Investing charity funds policy

Our policy is taken from our constitution “Any sum of cash at any time belonging to the charity and not needed as a balance for working purposes shall (unless otherwise directed by the Charity Commissioners) be invested.”

Further information here

[Investing charity money: guidance for trustees \(CC14\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/investing-charity-money-guidance-for-trustees-cc14)

Campaigns and political activity policy

Not needed for the Memorial Hall

Bullying and harassment policy

Not needed for the Memorial Hall

Social Media policy

Not needed for the Memorial Hall

Engaging external speakers at charity events policy

Not needed for the Memorial Hall