

The Thornton Steward Institute Foundation

Policies

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The Thornton Steward Institute Foundation

Background and Mission Statements

The Institute evolved from a public meeting, where there was a large and representative gathering from the Parish, held on October 22nd 1922. On May 2nd 1923 the first Trustees were elected. By July 1926 the building had been completed and was opened by holding a "public tea" on August 14th 1926.

The hall was placed in Trust and "would be open to members who could be drawn from the civil parish of Thornton Steward and surrounding areas." The statement of Charitable Objects reads as follows:

A VILLAGE HALL FOR THE BENEFIT OF THE INHABITANTS OF BOTH SEXES OF THE CIVIL PARISH OF THORNTON STEWARD IN THE NORTH RIDING OF THE COUNTY OF YORK AND THE IMMEDIATE NEIGHBOURHOOD THEREOF FOR THE PROMOTION OF LITERATURE SCIENCE AND THE FINE ARTS AND FOR GENERAL PURPOSES HAVING AS A PRINCIPLE OBJECT THE PROMOTION OF THE INSTRUCTION BENEFIT INTEREST AMUSEMENT RECREATION AND ENTERTAINMENT OF THE SAID INHABITANTS.

In 2017, what had been known as The Thornton Steward Institute became a charitable company. It was set up with the help of The Council for Voluntary Services in Richmond, North Yorkshire and pro bono legal support from Latham & Watkins of London. Registered with the Charity Commissioners as The Thornton Steward Institute Foundation, Charity No. 1172820.

The elected Trustees are responsible for the running of The Thornton Steward Institute Foundation and as such are the Management Committee.

**CHARITABLE INCORPORATED ORGANISATION (CIO)
- FOUNDATION Registered 02 May 2017**

THE OBJECTS OF THE CIO ARE TO RUN AND MAINTAIN THE THORNTON STEWARD INSTITUTE AND TO PROMOTE FOR THE BENEFIT OF THE INHABITANTS OF THE CIVIL PARISH OF THORNTON STEWARD IN NORTH YORKSHIRE AND THE IMMEDIATE NEIGHBOURHOOD (THE AREA OF BENEFIT) WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONALITY, RACE OR POLITICAL, RELIGIOUS OR OTHER OPINIONS, THE PROVISION OF FACILITIES FOR:

- (1) RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, FINANCIAL HARDSHIP OR SOCIAL AND ECONOMIC CIRCUMSTANCES OR FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF THE SAID INHABITANTS;**
- (2) THE PROMOTION OF LITERATURE, SCIENCE AND THE FINE ARTS AND FOR GENERAL PURPOSES; AND**
- (3) THE PROMOTION OF THE INSTRUCTION, BENEFIT, INTEREST, AMUSEMENT, RECREATION, AND ENTERTAINMENT OF THE INHABITANTS.**

For further information please refer to the Charity Commission website.

The Thornton Steward Institute Foundation Policy Statements

Financial Policy

The income for the Foundation is derived entirely from donations and events. It has no paid employees and Trustees offer their services voluntarily and receive no payment.

In accordance with the Charity Commission to achieve clarity with regard to the financial state of The Thornton Steward Institute Foundation, it shall undertake the following:

1. The Committee shall present to each AGM the report and accounts of the charity for the preceding year, and
2. Any sum of cash at any time belonging to the charity and not needed as a balance for working purposes shall be invested.

Flowing from these duties is the fundamental obligation of all charity trustees to protect the property of their charity and to secure its application for the objects of the charity. In order to discharge this duty it is essential that there are adequate internal financial controls over the charity's assets and their use.

Controls are a necessary feature of any well run organisation. Because of the special characteristics of the charitable sector, they play an essential part in helping to show potential donors and beneficiaries that the charity's property is safeguarded, and that its management is efficient.

The Trustees of the Hall are under a duty to ensure that the charity keeps proper books and records, and that annual accounts are prepared. The Chairperson should also prepare an Annual Report. These reports should conform to any relevant requirements and recommendations.

Trustees must ensure that the accounts are subjected to external scrutiny, if that is required by legislation.

Trustees need to formally approve the charity's Annual Report and accounts.

It is recommended that all Trustees be provided with copies of the charity's report and accounts each year. New Trustees to be given a copy of the latest accounts on appointment, together with other essential documents such as the governing document and all relevant information regarding their responsibilities as Trustees as can be found on the Charity Commissioners website.

Controls Over Expenditure

It is important for Trustees to bear in mind that they are responsible for all expenditure of charitable funds and have to account for how the charity's funds have been applied.

Controls Over Purchases

Trustees have a responsibility to ensure that adequate checks are made to both confirm that purchases have been properly authorised and that goods or services ordered have actually been received.

The Thornton Steward Institute Foundation

Hiring Policy

The building is for hire for any lawful purpose, but the Management Committee reserves the right to refuse a hiring without giving any reason. No one under the age of 18 can hire the hall or any part thereof. All hire is subject to the rules set by the Management Committee in the hiring agreement and the conditions pertaining to the public entertainments licence. Usually payment must be made in advance and for some events an additional deposit against damage is required.

The Thornton Steward Institute Booking Form can be found in the Appendix at the end of this document.

The Thornton Steward Institute Foundation

Equal Opportunities Policy

It is the policy of the Management Committee not to discriminate directly or indirectly against anybody (whether volunteers, committee members, users or the community in general) on the grounds of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

The Thornton Steward Institute Foundation

Health and Safety Policy

Our policy is to:

1. Provide healthy and safe conditions, equipment and systems of work for all our users of the hall; volunteers, committee members and hirers.
2. Keep the hall and equipment in a safe condition for all users.
3. Provide such training and information as is necessary for any users of the hall.

It is the intention of The Management Committee to comply with Health and Safety legislation and to act positively where it can **reasonably do so** to prevent injury, ill health or any danger arising from its activities and operations.

The Management Committee considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage Committee Members and users to engage in the establishment and observance of safe working practices. Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything **reasonable** they can to prevent injury to themselves or others.

For further information regarding Health and Safety refer to www.hse.gov.uk.

The Thornton Steward Institute Foundation

Policy for Vulnerable Adults and Children

Guiding principles

The welfare of children and vulnerable adults is paramount and is the responsibility of the Village Hall Committee and everyone who uses the hall. All children and vulnerable adults have the right to protection from abuse, whether physical, verbal, bullying, exclusion or neglect. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

Procedures

All Trustees and volunteers will be required to become aware of child protection and vulnerable adult issues. Relevant Acts and Department of Health Guidelines are available on <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>.

Young persons up to the age of 16 – when legally deemed an adult – can use the Institute if the booking is made by their parent/legal carer who shall be responsible for them during their use of The Institute.
e.g. When playing table tennis or similar.

It is the Hirer's responsibility to obtain a copy of The Thornton Steward Institute Foundation Health and Safety Policy and to familiarise themselves with the contents. The Hirer will be required to sign the hiring agreement as stated in that policy.

The Committee will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold or distributed to those under 18 years of age.

The Committee will ensure that hirers are made aware that no young person or vulnerable adult shall use any electrical equipment or kitchen appliances.

Organisations hiring the hall for activities for children / vulnerable adults will be asked to show their Child Protection / Vulnerable Adults policy. Individuals hiring the hall for activities for children/vulnerable adults will be made aware of The Thornton Steward Institute Foundation Child and Vulnerable Person Policy.

In addition, any unsupervised user hiring the hall to provide a facility for Children (playgroups, football training, youth clubs for example) will be required to show his/her DBS disclosure certificate to the Booking Manager and the disclosure number will be recorded. Any delegation of that hirer to other people to supervise the children is the responsibility of the hirer and the Committee will not vet these delegates for DBS disclosure.

When the hall is hired out for a private children's party or any other gathering of this nature, parents and carers are always responsible for supervising their children. They will be made aware of The Thornton Steward Institute Foundation Child and Vulnerable Persons policy when they sign a Hirer's agreement and understand that they are all responsible for the safeguarding of children and vulnerable adults.

This policy will be reviewed on an annual basis at the Annual General Meeting and/or when changes occur in National Legislation or Procedures. The reviewed policy will then be ratified during a committee meeting by all members.

New Trustees will be provided with an understanding of their responsibilities in line with this policy.

Definition of Abuse - Abuse is described as "a violation of an individual's human or civil rights by any other person or persons" (No Secrets, Department of Health - 2000).

Definition of a Vulnerable Adult - A vulnerable adult is defined as a person who: "may be in need of services by reason of mental or other disability, age or illness and who may not be able to take care of him or herself, or is unable to protect him or herself against significant harm or exploitation." (Who

Decides, Lord Chancellor's Department – 1997) DBS Disclosure and Debarring service.

Policy Review Date:

The Thornton Steward Institute Foundation

Policy for Recruiting Trustees / Volunteers

To comply with the Committee's Equal Opportunities Policy and to make sure than any Trustee vacancy is open for all to apply, the Trustee vacancies will be advertised in the Parish Magazine (The Bridge), the Thornton Steward Village News email facility and any other publication or means of communication as decided by the Trustees.

It is the Thornton Steward Institute Foundation policy to recruit members who represent the groups or organisations that use the hall or can offer specific skills or experience that can enhance the knowledge or capability of the current Trustees. All new members are provided with a welcome document that outlines the duties and responsibilities of Trustees.

Appendix 1

Copy of Hiring Form

The Thornton Steward Institute Foundation Booking Form

Date of Hire

Required FromTo.....

What Type of Event.....

.....

Nos. of persons attending.....

Person responsible for hire

Name.....

Address.....

Tel. No.....

Deposit received on.....

Deposit refunded on.....

By.....

Kitchen Facilities required YES/NO

Hire of Crockery YES/NO

Hire of Cutlery YES/NO

Hire of Glasses YES/NO

Hire Charges:

These are variable according to whether heating is required.

When applicable this will be shown so the Hirer is aware of the cost of the heating.

For all day hire standard charge is £50. This will include use of crockery, cutlery & glasses.

Please enquire for other hire charges.

Conditions of Hire:

1) 50% of hire charge payable at time of booking and balance due before commencement of hire

2) 50% damage deposit payable with booking to be returned at the end of hire after hall/equipment check.

3) After the event The Hirer will complete the following checklist:

All kitchen surfaces and sinks are clean YES/NO

Floors swept and washed YES/NO

Ovens/Fridge empty and clean YES/NO

Ovens and hobs turned off YES/NO

Water heater turned off YES/NO

Fire cleaned of ashes (if applicable) YES/NO

Kettles/boiler turned off YES/NO

All crockery/glasses/cutlery washed & returned to cupboards YES/NO

Toilet left clean and tidy YES/NO

All rubbish removed from site YES/NO

All windows and doors are closed YES/NO

4) The Trustees are required to inform any person/s hiring The Institute that Fire Regulations restrict nos. to 60 persons and that there are constraints on parking.

5) Any person/s hiring the hall should inform any visitors that parking on the village green is not permitted and that turning is not available past the No Through Road sign just before The Institute. To assist this issue members of the Committee will make efforts to find or suggest parking areas. The hall, unless times of hire stated, is required to be vacated by 12pm excluding New Year when it must be vacated by 1am.

6) Music should cease by 11pm.

7) Please note that no activity, e.g. barbecue, is allowed in the rear yard of the Institute without written permission from a Trustee.

8) NB as part of the hire of the Institute no activity can take place on the Village Green of which part is at the front of the Institute.

9) No fireworks or similar to be used at any time.

10) Adherence to The TSIF relevant policies.

11) 50% of hire charge payable at time of booking and balance due before commencement of hire

12) 50% damage deposit payable with booking to be returned at the end of hire after hall/equipment check.

Please sign that you have read, understood and agree to the conditions of hire and read and accepted the Health and Safety Policy and the Vulnerable Adults and Young Children Policy.

Signature of Hirer Date

Signature of Trustee Date

Copy of form to be given to Hirer.

Payment and Contact Details

Please make cheques payable to:

The Thornton Steward Institute Foundation.

BACS details can be provided.

Please send your booking form to the following address:

Honeysuckle Cottage, Thornton Steward, Ripon,
North Yorkshire HG4 4BB

Appendix 2

Copy of Risk Assessment Form

(To be included in due course)