



OPERATIONAL POLICIES

FINANCIAL RESERVE POLICY: Caerwys Town Hall Trustees strive to maintain at all times a cash reserve of a minimum of £2,000 to cover any dip in income, unplanned repair or maintenance and replacement of equipment and furniture it provides to hirers. The cash reserve will be held in the charity deposit bank account for its intended use, 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 received.

FRAUD POLICY: Caerwys Town Hall Trustees have 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. Two signatures are required to sign a cheque. Additionally Trustees receive audited financial reports at its Annual General Meeting, with updates at each ordinary meeting. The Trustees will always aim to seek to use the services of known local suppliers with good reputations.

PURCHASING POLICY: Caerwys Town Hall Trustees authorise the Treasurer to make purchases up to £100 noting the need for two signatories for cheque payments; it is expected that the Treasurer will ensure best value for the Town Hall, and all such payments must be reported at the next general meeting of the Trustees. For purchases over £100, all Trustees must be consulted and a majority agreement in place before any purchase is made. All such purchases must be reported and minuted at the next general meeting of the Trustees.

CONFLICT OF INTEREST POLICY: Caerwys Town Hall Trustees are required to declare their personal and prejudicial interests via the Trustee Duties and Declaration of Interest form. 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. Similarly, it is recognised that it is common for Trustees to be involved in more than one entity particularly when serving in the community. Trustees are therefore also required to declare their other commitments through the Trustee Duties and Declaration of Interest form. Where related party transactions arise they are discussed, approved and minuted at the relevant meeting; related party transactions include (but is not limited to): hire of hall and donations between organisations, payments to trustees, hire of hall and donations by Trustees.

Date approved:	25 th September 2018
Signed on behalf of Trustees: (please include printed name and role)	Steve Cople, Chair (signed policy retained in Town Hall)
Date of review (at least annually):	No later than 30 th September 2019