Charity number - 1079729. Mission Hall Lane, Sutton Poyntz, DT3 6LY.

All documents for the hall are on the Amenities Page under Village Halls at **suttonpoyntz.org.uk** plus included as hard copies in the Document folder in the hall.

Purpose - The Mission Hall is owned by Salisbury Diocese and leased by them and St. Andrew's Parochial Church Council (PCC) to the Mission Hall Management Trust to run the Mission Hall, "*for the purposes of a village hall for the use of the inhabitants of the Parish of Preston cum Sutton Poyntz in the county of Dorset without distinction of political, religious or other opinions including use for meetings lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life of the said inhabitants.*"

Lease - The 30 year lease held by the Trustees started in 1999 and the rent is £100. (In January 2024 the Trustees requested the lease to be extended for another 40 years. The response has not yet been confirmed, July 2025). Under the lease, the Trustees are responsible for maintaining the Hall, its fixtures and services, "i*n good and substantial repair and condition*" and to keep the premises insured. The PCC has certain rights of access and the right to free use for half a day every month.

The Lease describes how the Hall is to be run and states it is to be managed and run by a Management Committee, the members of which are Trustees as defined by the Charities Act. This Trustee status is important in dictating how the Committee members are to act - most important of all it requires that the Committee must be seen to run the Hall to further its **purpose** (as set out above) and in accordance with the Law.

Advice - The Charities Commission (CC) at gov.uk provides a set of Guidance Documents for Trustees (46 detailed documents) but also provides a few "5-minute Guides" that set out key factors for Trustees. The following is a summary from the short Guidance documents (in the following, the word Trustee can be read as Committee Member, and the word Charity as the Mission Hall Management Trust):

Charity purpose **-** each Trustee has an individual responsibility for ensuring that the Charity is run to achieve its purpose, in accordance with the Law, and in accordance with any operating Rules created by the Committee.

Decisions are made jointly by the Trustees. They should be, "informed and responsible", taking account of all relevant factors (and ignoring factors that are irrelevant), and taken honestly in the Charity's interests. Decisions should be recorded in Minutes, along with any conflicts of interest, major disagreements, and the result of any vote taken.

Funds should be held safely, with appropriate records, (the CC provide a checklist to help with this) and must only be used for the Charity's defined purpose. Records must be kept at least 6 years. A budget should be set.

Records - The list of Trustees held by the CC must be kept up to date, and an Annual Report and Annual Account must be submitted promptly. The Annual Report should report any financial risks identified, and a Reserves Policy explaining why funds are held back rather than spent. If any serious risks or problems are identified, a report should be submitted to the CC, who can provide assistance.

Possible risks for Trustees:- 1. to the Charity itself and 2. to third parties.
1. In brief, the CC **"***and the courts can relieve trustees from liability if they have acted honestly and reasonably and have not benefitted from their actions; and rarely enforce liability on an unpaid trustee who has made an honest mistake."* The Mission Hall lease specifies, "*The charity trustees [and others listed] shall be entitled to an indemnity out of the assets of the Charity against all liabilities properly incurred by them in the management of the affairs of the charity."* A later clause specifically states that this indemnity applies to Committee members. The implication appears to be that provided the Trustees act, "*honestly and reasonably*", they are protected from liabilities to the Charity.
2. Potential risks to third parties listed by the CC are not relevant to The Mission Hall Trust, apart from possible risk relating to contracts or orders placed. The Insurance covers third party or volunteer injury. Therefore, it seems the indemnity clause in the Lease gives Committee members protection, provided they have acted honestly and reasonably.

Other CC Guidance includes Conflicts of Interest and Safeguarding of children and vulnerable people.

The Committee can include 5 elected members, 4 appointed representatives from the main hall hirers, 1 PCC representative and up to 2 co-opted members.
In 2025, the MH has 8 members - a Chairperson who is also Treasurer, a Secretary, a Booking Clerk, Representatives from main Hirers and a PCC representative.

Trustees:

- Attend trustee meetings, read all documents involved, approve meeting minutes, vote on hall issues.
- Read and if necessary deal with any statutory forms, and any other legal matters that arise.
- Participate in the general care of the hall & its amenities.
- Be aware of & assist in the delivery of statutory matters such as fire extinguishers inspections, electricity inspections plus general health and safety matters.
- Ensure statutory matters are complied with under the Charities Act and that the Charities Commission website entry is kept up to date in terms of Trustee information & hall finance details.
- Add relevant Mission Hall information to its pages at Amenities on suttonpoyntz.org.uk
- Liaise when necessary with regular users, hirers, St. Andrew's PCC & Salisbury Diocese.
- Create, oversee, participate towards & advertise MH events.
- Raise funds by holding events and applying for grants.
- Engage with related community organisations e.g. Sutton Poyntz Society, Dorset Community Action & Action with Communities in Rural England, attending meetings when necessary.

Duties are allotted to Trustees when needed, often according to their expertise & experience. Currently the duties for the following roles include:-

Chairperson: Chair meetings. Deal with correspondence or queries received. Ensure every Trustee is aware of their role and the requirements of the Lease and Trust Deed. Oversee policy statements regularly and ensure their intentions are delivered by the Trustees. Oversee all statutory matters. Submit annual returns to the Charity Commission and keep the information at gov.uk updated. Ensure insurance certificates are updated.

Secretary: Record the minutes of committee meetings and the AGM. Distribute the minutes to all Trustees. Write letters as required and ensure the minute book and online documents are kept up to date, including the Conditions of hire and the Mission Hall information document for hirers.

Treasurer: Keep the Trust's financial documents in accordance with the Charities Acts. Prepare & present accounts at every meeting. Prepare a budget & yearly forecast. Deal with all banking business.

Booking Clerk: Keep a diary of all bookings. Collect fees from hirers. Ensure every hirer has signed the Terms and Conditions of Hire and keep a copy on file. Where appropriate ask for and keep on file a signed updated copy when there are any amendments. Obtain a Public Liability Insurance Certificate from each hirer yearly & keep on file. Hand all monies collected to the Treasurer.

Representatives of main hall hirers: Report to the hirer any matters arising at a meeting that concern their organisation. Report to the hall committee any queries or information from the hirer. Ensure their Insurance certificates are up to date.

August 2025