

The Kingsclere Charities Meeting structures, agendas and minutes policy

The Kingsclere Charities is an umbrella organisation supporting the management for the following:

- Kingsclere welfare charities
- Kingsclere almshouse charities
- The Robert Higham apprenticing charity
- The educational foundation of Robert Higham

This policy is applicable to all the above charities

Annual General Meetings

Date; other than in exceptional circumstances Kingsclere Charities will hold an annual general meeting (AGM) once every year on the third Thursday in February.

Notice; Whenever possible the Clerk will send out notice of the AGM and draft agenda no later than four weeks before the date set.

Venue; wherever possible meetings will be held face to face at an agreed and convenient location. Exceptionally, and if there is no other practicable alternative, meetings may be held remotely by means of electric communications.

Quorum; all Trustees are encouraged to attend the AGM. The AGM should only proceed if there is a minimum of five Trustees including the chair or vice chair of each of the constituent charities, and the Clerk. This rule can only be suspended under exceptional circumstances and with the unanimous agreement of all those in attendance and be recorded in the minutes.

Chairs; a chair and vice chair for each of the constituent charities, for the coming year, will be elected at the AGM. An overall Chair of The Kingsclere Charities will be appointed on an annual rotational basis drawn from the chairs of the constituent charities.

Agenda; The AGM agenda will include, as a minimum the following:

1. Attendance
2. Apologies for absence
3. Declarations of pecuniary interest or conflicts of interest
4. Minutes of the previous AGM, true record agreed
5. Matters arising
6. Clerk's report to include annual accounts from the year gone by and a budget forecast for the year ahead
7. Auditor's report

8. Election of Officers
9. Reports from the chairs of:
 - Kingsclere welfare charities
 - Kingsclere almshouse charities
 - The Robert Higham apprenticing charity & the educational foundation of Robert Higham
10. Any constitutional changes
11. Health & safety issues
12. Data protection issues
13. Equality, Inclusion, and Diversity issues
14. Any other business

Items 11, 12, & 13 allow Kingsclere charities to meet their following statutory obligations:

- Under the Management of Health and Safety at Work Regulations 1999, Public bodies in the UK are required to include a summary of their health and safety performance in their annual reports.
- General Data Protection Regulation (GDPR)The Charity shall regularly review the personal data which it holds and remove any data where retention is no longer justified.
- Equality Act 2010 seeks to make sure that, in general, all organisations provide equal and fair treatment to all. Kingsclere Charities Equality, Inclusion, and Diversity Policy requires monitoring of the provision of services, grants and benefits to clients to confirm that they are being applied fairly and in a non-discriminatory fashion.

Voting system; motions will only be considered if they are proposed by a Trustee and seconded by a different Trustee. Unless there is a pressing need for a secret ballot, voting will be by a show of hands. A simple majority is all that will need to be achieved for a motion to be carried. In the event of a tied vote the Chair of the charity in question will have the casting vote. Any trustee declaring a conflict of interest will not be eligible to vote on any motion concerning that matter. All votes will be counted and recorded in the minutes.

Minutes; will be compiled by the Clerk and circulated to Trustees within 14 days of the AGM. As and when available minutes should also be posted on the Trustees only section of the Kingsclere Charities web site.

Ordinary Meetings

Date; Other than in exceptional circumstances Kingsclere Charities will hold an ordinary meeting on the third Thursday in February, April, June, September and November

Notice; Whenever possible the Clerk will send out notice of the meeting and draft agenda no later than four weeks before the date set.

Venue; wherever possible meetings will be held face to face at an agreed and convenient location. Exceptionally, and if there is no other practicable alternative, meetings may be held remotely by means of electric communications.

Quorum; an ordinary meeting should only proceed if there is a minimum of five Trustees including the chair or vice chair of each of the constituent charities, and the Clerk. This rule can only be suspended under exceptional circumstances and with the unanimous agreement of all those in attendance and be recorded in the minutes.

Agenda; an ordinary meeting agenda will include, as a minimum the following:

1. Attendance
2. Apologies for absence
3. Declarations of pecuniary interest or conflicts of interest
4. Minutes of the previous meeting, true record agreed
5. Matters arising
6. Clerk's report
9. Reports from the chairs of:
 - Kingsclere welfare charities
 - Kingsclere almshouse charities, to include Warden's report
 - The Robert Higham apprenticing charity & the educational foundation of Robert Higham
10. Any other business

Voting system; motions will only be considered if they are proposed by a Trustee and seconded by a different Trustee. Unless there is a pressing need for a secret ballot, voting will be by a show of hands. A simple majority is all that will need to be achieved for a motion to be carried. In the event of a tied vote the Chair of the charity in question will have the casting vote. Any trustee declaring a conflict of interest will not be eligible to vote on any motion concerning that matter. All votes will be counted and recorded in the minutes.

Minutes; will be compiled by the Clerk and circulated to Trustees within 14 days of the meeting. As and when available minutes should also be posted on the Trustees only section of the Kingsclere Charities web site.

Signed: P Crisford
Print Name: Philip Crisford
Date:9.10.2022
Review Date: 9.10.2023