Friends of St. Mary's
Sandwich

Sandwich St Mary's Community Trust
Governance Constitution and Financial Controls Framework

1. Name

The organisation, founded in 1997, shall be known as **Sandwich St Mary's Community Trust.** This document is pending our conversion to CIO.

2. Purpose

The Trust exists to support the preservation, improvement and continued community use of **St Mary's Arts Centre, Sandwich,** working alongside the Churches Conservation Trust. Its aims are to:

- preserve and enhance St Mary's as an important historic building;
- support its use for arts, culture, education, recreation and community activity;
- encourage volunteering, local participation and fundraising; and
- help ensure that St Mary's remains accessible and useful to the people of Sandwich and future generations.

3. Trustees

The affairs of the Trust shall be managed by its Trustees. The Trustees shall act collectively in the best interests of the charity and in furtherance of its charitable purposes. A quorum shall be a majority of the serving Trustees unless otherwise determined by the Trust's existing governing document. Decisions shall normally be made by a majority of Trustees present and entitled to vote. The site manager for St. Mary's may attend Trustee meetings.

4. Finance

The Trustees are collectively responsible for the proper management of the Trust's finances. The Trust shall maintain appropriate accounting records and operate suitable controls over income and expenditure. All expenditure above £500 must be approved by a majority of the Trustees while quorate. Payments shall be subject to dual control. Detailed financial procedures are set out in the Trust's Financial Controls Policy, which forms part of this governance framework.

5. Conflicts of Interest

Trustees must declare any personal or financial interest in matters being considered by the Trust and must not participate in decisions where a conflict exists.

6. Meetings and Records

The Trustees shall meet as required to conduct the business of the charity. Minutes shall be kept of Trustee meetings and key decisions, together with appropriate financial and administrative records.

7. Amendments

This framework may be amended by a majority decision of the Trustees, provided that no amendment conflicts with the Trust's existing legal governing document or charitable purposes. It will be revisited and revised once we convert to CIO.

8. Dissolution

Any dissolution of the Trust and disposal of its assets shall be carried out in accordance with its existing legal governing document and charity law.

Approved by the Trustees of Sandwich St Mary's Community Trust

Date: 27.10.2026

Chair: 