



Introduction

This Charter sets out the guiding principles, responsibilities, and standards of conduct for Trustees of the Knowstone Parish Hall. Trustees are custodians of the Hall's legacy and are committed to ensuring its sustainable management for the benefit of the community.

Purpose of the Parish Hall Trusteeship

- To oversee and safeguard the assets and legacy of Knowstone Parish Hall.
- To ensure the Hall serves the needs and interests of the Knowstone Parishes community.
- To provide strategic direction, maintain financial oversight, and ensure legal compliance.

Trustee Roles and Responsibilities

1. Upon accepting the Trustee role read and sign the "KNOWSTONE PARISH HALL ACKNOWLEDGEMENT OF TRUSTEE RESPONSIBILITIES" document.
2. Attend all scheduled trustee meetings unless prevented by reasonable cause and provide advance notice of absences where possible.
3. Act in the best interests of the Parish Hall and its users, setting aside personal interests.
4. Maintain confidentiality of sensitive information discussed in meetings.
5. Ensure transparent, accurate, and timely record-keeping and reporting.
6. Promote inclusivity, fairness, and community engagement in decision-making.
7. Comply with all relevant laws, regulations, and governing documents.
8. Declare any conflicts of interest at the earliest opportunity.

Monthly Trustee Meetings

Trustees shall meet monthly, on a date and at a time agreed by the majority, to discuss matters pertaining to the management and operation of Knowstone Parish Hall. Additional meetings may be called as needed by the Chair or at the request of two or more trustees.

a) Meetings Etiquette

- Arrive promptly and be prepared, having reviewed the agenda and supporting documents in advance.
- Switch off or silence mobile phones and minimise distractions.
- Address the Chair and one another respectfully, allowing each trustee to speak without interruption.
- Stick to the agenda items and avoid digressions unless permitted by the Chair.
- Record action points and decisions clearly in the minutes.

b) Decision Making

- Strive for consensus; where consensus cannot be reached, decisions shall be made by majority vote.
- The Chair has the casting vote in the event of a tie.
- All trustees are expected to support collective decisions outside of meetings.



Trustee Interaction

The committee recognises that Trustees bring a range of backgrounds and experiences, making it crucial to show kindness, allow each other space to speak, and truly listen. Every committee member holds equal value. Trustees should work together to create a supportive, collaborative atmosphere. All trustee communication must be constructive, respectful, and centred on what is best for the Parish Hall.

- Promote open discussion and appreciate different viewpoints.
- Give and receive constructive feedback in a friendly manner.
- Honour each trustee's designated roles and responsibilities.
- Present a unified stance when speaking on behalf of the Parish Hall to the broader community.
- Settle any disputes privately and professionally, turning to mediation if needed (anger, frustration, or aggressive behaviour will not be accepted).

Charter Review

This charter will be reviewed annually by the Hall Committee, or sooner if significant changes occur. This charter applies to all Trustees of Knowstone Parish Hall.

Approved by the committee (0126):	Next review due (27):
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