



Policies

Purpose: The Patchworking Garden Project has a suite of policies to ensure safe and effective working in the charity. This policy is about the roles and responsibilities of the Board of Trustees and individual Trustees.

The Board of Trustees:

1. Trustees will hold office for 3 years, with the potential to serve a second term if supported by members of the charity.
2. The Board of Trustees will consist of a minimum of 5 members and a maximum of 7 of whom 3 will hold the roles of Chair, Treasurer, Company Secretary.
3. The role of the Board of Trustees is to provide strategic oversight and direction for the charity and to approve expenditure over £1000.
4. The Board of Trustees will meet once every 3 months but if decisions are required at other times this will be done by email.
5. Trustees are expected to attend 75% of meetings each calendar year.
6. Notes will be kept of all Trustee meetings and posted on the charity website.
7. The Trustees are responsible for ensuring the Charity operates within Charity Law and appropriate safety procedures in relation to anyone working in the garden.
8. The Trustees are expected to observe the Nolan principles:

Selflessness Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

Honesty Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership Holders of public office should promote and support these principles by leadership and example.

Specifically in relation to individual Trustees:

The statutory duties of a trustee:

Main duty

Under charity law Patchworking Project Trustees have the ultimate responsibility for directing the affairs of the Patchworking Garden Project, and ensuring that it is solvent, well-run and delivering the charitable outcomes for which it has been set up. In law trustees have three particular duties – compliance, care and prudence – which are set out below using the wording given by the Charity Commission.

Duty of compliance – Trustees must:

- Ensure that the Patchworking Garden Project complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual returns and accounts as required by law.
- Ensure that Patchworking Garden Project does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation and other regulators which govern the activities of the Patchworking Garden Project.
- Act with integrity, and avoid any personal conflicts of interest or misuse of the Patchworking Garden Project.

Duty of care – Trustees must:

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the Patchworking Garden Project is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to the Patchworking Garden Project or where the trustees may be in breach of their duties.

Duty of prudence – Trustees must:

- Ensure that the Patchworking Garden Project is, and will remain, solvent.
- Use the Patchworking Garden Project funds and assets reasonably, and only in furtherance of the Patchworking Garden Project objects.
- Avoid undertaking activities that might place the Patchworking Garden Project funds, assets or reputation at undue risk.