



Policies

Purpose: The Patchworking Garden Project has a suite of policies to ensure safe and effective working in the charity. This policy is about how the Management Committee will operate.

The Management Committee:

1. The management committee will be formed of a maximum of 8 members, and at least one place will be offered to a supported volunteer where possible.
2. The committee will appoint a chair and minute secretary.
3. Members will hold office for 3 years from their date of appointment and can be re-appointed for one further 3 year term. The secretary will keep a record of appointment dates.
4. Members are expected to attend 75% of meetings each calendar year.
5. The Management committee will meet on a regular basis.
6. Notes will be kept of the Committee meetings.
7. A committee meeting will be quorate if 50% of members attend.
8. The Management Committee is responsible for all day to day decisions in respect of the charity and for ensuring a safe system of work is in operation at the garden.
9. The Management Committee can spend/commit up to £1000 expenditure without reference to the Board of Trustees. Expenditure above that can only be approved by the Trustees.
10. Decisions of the Management Committee will be made by consensus. In the unlikely event of a vote each member has one vote and the chair has a casting vote.
11. Decisions are binding on each member.
12. Members of the Management Committee are expected to observe the Nolan principles of public life:

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.