

## TOWNLEY MEMORIAL HALL TRUST

### TRUSTEE APPOINTMENT AND VETTING POLICY

This document is the Trustee Appointment and Vetting Policy of the Townley Memorial Hall Trust (Fulbourn Centre).

The Trust will seek to maintain an active cadre of Trustees who are interested and able to contribute to the aims of the Trust, to form the Management Committee which is the primary governing body of the Trust.

New trustees are mostly nominated from one of three bodies, namely Fulbourn Parish Council, Fulbourn Institute and the Fulbourn Centre Users Group. From time to time trustees may be proposed from residents in the local village community who express a wish to serve as a trustee and have particular skills and experience that help to strengthen the Trust.

The Trust recognizes that there are a number of restrictions on who may become a trustee.

1. Trustees of a charitable trust or incorporated association must be 18 years or older.
2. Before confirming appointment as a Trustee, the Management Committee will obtain a written declaration from the prospective trustee that they are not disqualified from serving as a Trustee or director.
3. A check will be made of the official registers of disqualified persons.
4. As the Trust is concerned primarily in making the Fulbourn Centre available for societies, groups and organizations it does not consider it is necessary for Trustees to obtain DBS checks. It is expected that all bodies using the premises working with children or vulnerable adults should ensure all their staff or volunteers are DBS checked.

At the time of appointment prospective trustees will be made aware of all the Trust's policies. They will be asked to sign a declaration that they are aware of and accept the aims and operating principles of the Trust as set out in the Memorandum and Articles and the policies.

Approved by the Management Committee on:

Name: Richard Townley  
Position: Chair