

Trustee Code of Conduct for Lindridge Parish Hall Management Committee (LPHMC)

1.0 Introduction and Purpose

1.1 This document is a code of conduct for Trustees of Lindridge Parish Hall Management Committee to support high standards of decision making, accountability and conflict resolution.

2.0 Selflessness

2.1 Trustees have a duty to act in the best interests of the charity only. They must not act to gain material benefit for themselves, family, friends or any other organisation that they represent.

3.0 Integrity

3.1 Trustees should not:

- a) place themselves under any obligation to outside individuals or organisations that might seek to influence them in the performance of their role.
- b) should avoid any impropriety or any appearance of improper behaviour
- c) must avoid accepting gifts and hospitality that might reasonably be thought to influence them.

4.0 Objectivity

4.1 Trustees must ensure that decisions are made solely on merit; including making appointments, awarding contracts, recommending individuals for rewards and benefits or transacting other business.

5.0 Accountability

5.1 Trustees have a duty to comply with the law on all occasions in accordance with the trust placed in them in such a way as to preserve public confidence in LPHMC.

5.2 Trustees are accountable for their decisions and actions to the public, funders and users of the facilities. They must submit themselves to whatever scrutiny is appropriate to their role.

6.0 Openness

6.1 Trustees should take care that confidential material is handled with due care.

6.2 Mindful of the above, Trustees should be as open as possible about their decisions and the action that they will take. They should restrict information only when the wider interest clearly demands it.

7.0 Honesty

7.1 Trustees have a duty to declare any interests relating to the trustee role and to take steps to resolve any conflicts that may arise. Where private interests of a Trustee conflict with their trustee duties, they must resolve this conflict in favour of the trustee role or withdraw from any decision making

7.2 Trustees must make relevant declarations of interest in the different circumstances and roles they play both within and outside the MC.

8.0 Leadership

8.1 Trustees should promote and support the principles of leadership by example.

8.2 Trustees must respect the role of Chairman as the elected leader of the LPHMC.

9.0 Commitment

9.1 Being a Trustee can involve the commitment of significant amounts of time and energy. Trustees will be active and involved, attend meetings regularly, share responsibilities and tasks fairly and send apologies when they cannot attend a meeting.

9.2 Trustees have other important commitments outside of the LPHMC. In this light Trustees will help ensure that debate at meetings is pertinent and succinct. Good preparation permits a more informed discussion and as a consequence, better decision making.

10.0 General Conduct

10.1 Trustees will work as a team at all times and respect that decisions are made as a collective, by means of a vote. Once a decision is made it becomes the decision of the whole LPHMC and Trustees are not expected to speak out against majority decisions in public or private outside of the LPHMC.

10.2 Trustees will only act on behalf of the LPHMC when they have specifically been asked to do so.

10.3 Trustees should be aware of the details of their governing document and key issues including health and safety, insurance and the hire agreement. Trustees will work within any agreed policies.

10.4 Trustees will always be mindful of their responsibility to maintain the reputation of the LPHMC.

10.5 Trustees will behave professionally and courteously to their fellow trustees at all times.

10.6 Trustees will raise any potentially contentious issues with the Chairman in advance so they can be placed on the agenda. When making a difficult decision Trustees should have the facts they need and the opportunity to consider them before the meeting. It is not fair or appropriate to raise contentious issues for the first time at a meeting and then expect the other Trustees to make an instant decision.

10.7 Trustees use email as a convenient method of communication. However chains of email discussion copied to all or selective Trustees can result in misunderstanding and lack of structured debate. It is the Chairman's role to pull debates together, so copying in the Chairman to email discussions is encouraged.

10.8 When using email to communicate LPHMC business, Trustees will be mindful that those emails could be subject to Freedom of Information requests and they would be legally obliged to allow access to them.

10.9 Trustees accept that they owe a duty of mutual trust to each other and the LPHMC which should not be undermined through external communications including word of mouth, emails and social media.

11.0 Equality and Diversity

11.1 Trustees will treat everyone equally irrespective of their gender, ethnicity, disability, religious belief, sexual orientation, age, or any other recognised area of discrimination.

11.2 Trustees accept that we are all different and that we all think, behave and communicate in different ways. They will always consider this, and always treat others with respect.

Approval

This policy has been approved by the Committee January 2026

Date for next review: January 2029