

Standing Orders (Trust Meetings)

The Poor's Allotments & Recreation Ground Charities

Cold Ash Parish Council acting as Sole Corporate Trustee

1. Status and Application

1.1 These Standing Orders regulate the conduct of meetings where Cold Ash Parish Council acts as **Sole Corporate Trustee of the Charity**.

1.2 They apply **only to Trust business** and must be applied distinctly from Parish Council meetings.

1.3 Trustee meetings must be clearly identified in agendas, reports and minutes.

1.4 These Standing Orders operate in conjunction with:

- The Charity's Governing Document
 - The Charity's Financial Regulations
 - The Scheme of Delegation
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2. Meetings of the Trust

2.1 The Council shall meet **as Trustee** at such times as required for the proper administration of the Charity.

2.2 Trust business will be conducted at a standalone Trustee meeting.

2.3 The **Chairman of the Council** shall preside when acting as Trustee, unless another person is appointed.

3. Notice of Meetings

3.1 Proper notice of Trust meetings shall be given in accordance with the Council's usual procedures.

3.2 The agenda shall:

- Clearly identify items of Trust business
 - Provide sufficient information to enable proper consideration
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4. Quorum

4.1 The quorum for Trust meetings shall be the same as that of the Council.

4.2 No business may be transacted unless a quorum is present.

5. Conduct of Business

5.1 All business shall be conducted in accordance with the Charity's purposes as set out in the Governing Document.

5.2 When acting as Trustee, members must:

- Act solely in the best interests of the Charity
- Not act in the interests of the Parish Council or other bodies

5.3 Decisions of the Trustee shall be made by majority vote of those present and voting.

6. Minutes

6.1 Separate minutes shall be kept for Trust business.

6.2 Minutes must:

- Clearly identify that the Council was acting as Trustee
- Record all decisions and resolutions
- Be approved at a subsequent Trust meeting

6.3 Proper accounts and records must be maintained and reported in accordance with Charity requirements.

7. Order of Business

7.1 The order of business at Trustee meetings shall normally be:

1. Apologies for absence
 2. Declarations of interest
 3. Approval of previous Trustee minutes
 4. Financial matters (including payments and reports)
 5. Property and land matters
 6. Policy or governance matters
 7. Items requiring formal Trustee decision
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8. Declarations of Interest

8.1 All members must declare any personal or prejudicial interest.

8.2 The principle that trustees must not benefit personally is reinforced by the Governing Document.

9. Financial Business

9.1 Financial decisions must comply with the Charity's Financial Regulations.

9.2 The Trust shall:

- Approve budgets and accounts
- Authorise non-routine or significant expenditure

9.3 Routine expenditure may be dealt with under delegated authority and reported to the Trust.

10. Delegated Authority

10.1 The Trust may delegate certain functions in accordance with the Scheme of Delegation.

10.2 Any action taken under delegation must:

- Be within authorised limits
- Be reported to the next Trust meeting

11. Urgent Business

11.1 Urgent matters may be dealt with in accordance with the Scheme of Delegation.

11.2 Any such decisions must be reported to the next meeting.

12. Property and Asset Management

12.1 The Trustee shall ensure:

- All land and property are used in accordance with the Governing Document
- Decisions relating to land, leases, or disposals are reserved to the Trust

12.2 The use of land must reflect the charitable purposes (allotments and recreation).

13. Public Access and Transparency

13.1 Trustee meetings should be conducted with appropriate transparency.

13.2 Records shall be made available as required, subject to:

- Data protection
 - Confidentiality of sensitive matters
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14. Suspension and Amendment

14.1 These Standing Orders may be amended by resolution of the Trustee.

14.2 Any amendment must remain consistent with:

- Charity law
 - The Governing Document
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15. Review

15.1 These Standing Orders shall be reviewed at least every three years or sooner if required.

16. Adoption

Adopted by:

**Cold Ash Parish Council acting as Sole Corporate Trustee
of The Poor's Allotments & Recreation Ground Charities**

Date: 27.7.2026