

## **Appointment of Trustees**

### Appointing new Trustees

Appointees must have been members of St Andrew's church for at least 6 months. The person must be qualified to act as a Trustee and must make a declaration that they are not legally disqualified and have been DBS checked.

There must be no conflict of interest.

Trustees must be aware of their legal responsibilities (cf CC30<sup>1</sup>)

1. [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/488389/cc30\\_lowink.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/488389/cc30_lowink.pdf)

## **Induction of Trustees**

1. A letter of appointment and welcome will be written to the new Trustee by the Chair of Trustees enclosing details of the induction process. They would be told the frequency of meetings and likely time commitment required.

An induction pack of information will be provided and will include:

- a job description
- a copy of the Trust Deed (and any additions)
- church accounts for the preceding two years
- recent copies of Minutes of the Trustees, Elders and Management Team
- copies of policies adopted
- Contact details of other Trustees
- copies of Charity Commission documents, such as CC3 and CC3a

1. The Declaration of Eligibility for newly appointed Trustees will be signed (CSD-1382)

1. The new Trustee should be invited as an observer to a Trustees' meeting before assuming responsibilities.

1. To understand the range of activities and interest the new Trustee would be encouraged to attend an occasional service, meeting of Elders, Management Team and maintain e-mail contact.

1. Another Trustee would be appointed as a support member initially.

1. Then the new Trustee would attend the next Board of Trustees' meeting.

1. The period of appointment would be for 3 years renewable.

This policy is reviewed annually

## Trustee remuneration

1. There is no Trustee remuneration

1. Expenses may be incurred for postage, telephone and broadband time for charity work. Claims must be submitted in writing and approved by the Chair of Trustees.

1. Specific items of work by a Trustee, such as painting, computer consultancy or secretarial work could be paid on terms agreed in advance. These must be written and agreed with the Trustee or a connected person and specify the precise amount or maximum. The Trustee must not take part in decisions made by the Board regarding any aspect of the agreement. It must be in St Andrew's best interests and be reasonable for the service provided. Any conflict of interest must be identified and recorded. Reasonable skill and care must be exercised in making the decision. A decision needs to be made as to what is to be done if the service is unsatisfactory. Records of discussions must be kept and the payment must be disclosed in the accounts.

1. If someone to be paid is connected to a Trustee, then the Charity Commission's permission is required for the transaction.

Ref.

<https://www.gov.uk/guidance/payments-to-charity-trustees-what-the-rules-are>