

# The Hullavington Community Benefit Society Limited Governance Guide

**Version 0.7 (6.6.2024)**

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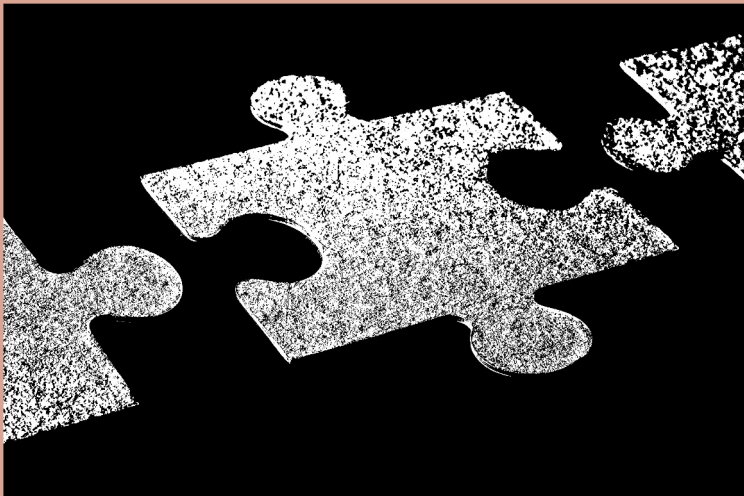


# Purpose of the Guide

## Management Committee Organisation & Operations Guide

- To provide information relating to the Management Committee.
- To clarify the current approach to Governance & Leadership.
- To define the skills & resources that are currently in place.
- To act as a training & induction guide for those involved.
- To bring key information together in one place.

## Understanding Committee Roles and how they fit together



### **Induction:**

- Constitution & Rules
- History of the project
- Business Plan
- Who's Who & Who to contact
- Roles & responsibilities
- Diary of events
- Meetings & Minutes
- Management of risk

For further information see  
[plunkett.co.uk/committee-roles-and-responsibilities/](http://plunkett.co.uk/committee-roles-and-responsibilities/)



# About the Society

The Society exists in order to carry on business for the benefit of the Community. This is the Society's Purpose.

The Society's Objects shall be to run a community café and pub for the benefit of the village and the wider community.

**Society Number: 9263**

**Registration Date: 03/04/2024**





# Our Mission & Values

All our plans are underpinned by our **Mission: to enrich the lives of the people who live in and around Hullavington** and our **Values:**

- We are **inclusive** - all are welcome, encouraged, respected and safe – this is at the heart of our community venue.
- We have **integrity** - an assurance of trustworthiness and security, openness, honesty and transparency.
- We have **fun** together - helping us to succeed, making difficulties seem manageable and creating memorable experiences.
- We are **ambitious** and strive for excellence - for the wellbeing of our community and the excellence of service we will deliver.
- We value **sustainability** – financially and environmentally for the long-term health of our community

# About the Management Committee

- Currently comprises 10 founding members + 1 co-opted person responsible for Shareholdings
- In year 1 is formed of the inaugural members who signed the application for registration, who stand down at the 1<sup>st</sup> Annual Meeting but may stand for re-election
- Comprises a wide ranges of skills, relevant to the start-up stage e.g., business planning, fundraising, community engagement, etc.
- They will adhere to agreed standards of behaviour and general conduct as laid down in the Plunkett model Code of Conduct
- Includes specialists e.g., accountancy, catering, market research, risk management, procurement, etc.
- Uses industry experts to advise on matters such as building renovations

**A list of volunteers, including specialists is held and persons with suitable experience will be identified as part of succession planning**



# Hullavington Community Benefit Society Limited

## Management Committee Members 2024

Debbie Lawley – Chair

Jon Atkey – Treasurer

Jan Lloyd – Secretary

Tessa Clarke

Mandy House

Simon Durrant – Vice Chair

Sarah Tompkins

Simon Clarke

John Smith

Tracy McIntyre

Plus co-opted member managing Shares, Geraldine McKibbin

**The Management Committee is made up of the 10 Society Members who signed the application for registration. In accordance with the Society's rules, these members will serve until the first Annual Members' meeting but may stand for re-election.**



# Roles, Responsibilities & Skills

## **Chairperson and Vice**

The three main elements are:

- Leading the group and overall project
- Planning, running and chairing the committee meetings
- Acting as spokesperson / figurehead

In addition:

- Provides leadership & direction to the Management Committee.
- Ensures the Management Committee functions properly
- Ensures committee members are clear about decisions / actions agreed
- Oversees the strategic plan.
- Maintains oversight of risks to reputation and/or financial
- Represents the organisation as its figurehead

**The Vice Chairperson will provide support & assistance to the Chair, deputising for any absences.**

# Roles, Responsibilities & Skills

## Treasurer

The three main areas of responsibility are:

- Keeping an overview of the finances of the organisation
- Reporting into committee meetings
- Making sure the organisation has the right financial policies & procedures in place

## Secretary

The main responsibilities are:

- Supporting the administration of the organisation, including correspondence
- Facilitating, administrating and supporting committee meetings.
- Maintains records of meetings, keeping committee members updated
- Acts as the main point of contact for local and external enquiries



# Roles, Responsibilities & Skills

## Management Committee Members

The main activities are:

- Collectively responsible for everything done by the business.
- Decision making
- Operationally involved in dedicated workstream, with delegated authority as agreed by the Chairperson.
- As part of the team, responsibility for managing statutory requirements
- Dealing with conflict
- Maintaining a positive working relationship with volunteers, and staff
- Attending and contributing to meetings, events, training, etc

# Hullavington Community Benefit Society Limited

## Model Rules for Community Ownership

Registered under the law  
as a society for the  
benefit of the community  
with the FCA on  
03/04/2024.

Society Number 9263



Refer to Model Rules (Version 6) held in shared repository. Contents include:

1. Introducing the society and the rules
2. Governance
3. Members
4. Members meetings
5. Management committee
6. Reporting
7. Change
8. Share capital
9. Administrative
10. Start up provisions
11. Transition provisions
12. Signatures of members





## Code of Conduct for Members of the Management Committee



We have shown our commitment by signing up to the Hullavington Community Benefit Society Limited Code of Conduct (27.5.2024) which sets out our approach to:

- Our conduct
- Our standard of Personal Behaviour
- Avoiding or addressing conflict



## **Workstreams & levels of delegated authority**

Each Member of the Management Committee has delegated authority for leading a workstream, including the use of volunteer 'experts':

- Business Plan – Simon Durrant
- Application and Business Plan – Jon Atkey
- Community representation, inclusion & integration – Sarah Tompkins
- Renovations & Fit out - Mandy House and Sarah Tompkins
- Operations – Simon Clarke
- Value Proposition – Tessa Clarke
- Governance & Risk – Jan Lloyd
- Fundraising – John Smith

Workstream leads may not incur any expense without the approval of the Management Committee and will provide progress reports to all meetings.



# Governance Priorities

During the start-up stage, a balanced and proportionate approach is being taken to governance, with a focus on:

- **Transparency** – we will openly engage with the Community
- **Accountability** – we are responsible for completing our tasks
- **Conflict of Interest** – we are ready to react if these arise.
- **Responsiveness** – we are on the ball and actively respond to matters
- **Risks** – are documented and proactively managed & mitigated
- **Financial & audit** – we will comply with FCA & put in place audits
- **Legislative** – we are creating a register of all required policies.



# Policies & Procedures to be implemented

- Bribery, Corruption & Money Laundering
- Confidentiality
- Data Protection and Cybersecurity
- Code of Conduct
- Volunteer Agreement
- Customer Care & Complaints
- Environmental
- Health & Safety
- Conflict of Interest
- Procurement
- Young People & Safeguarding
- Privacy & Whistleblowing
- Equality, Diversity & Inclusion
- Modern Slavery Act
- HR
- Social Media Policy





# Document & Meeting Management

## Management Committee Meetings

## Documents

- Meetings are typically held monthly, however during key stages of projects, they will move to weekly.
- Members are able to join in person or dial in.
- Agendas and records of all meetings are maintained in a shared repository.
- Version control is strongly adhered to
- The use of Google Documents allows ease of review / joint working.
- Invitations to experts to attend are issued where appropriate.
- A RAG status report is provided at each meeting.
- Changes to the risk register are considered at each meeting.

# Procurement

## **A guide to Procurement of goods and services**

- Approval for the procurement of any goods or services must be sought e.g., surveys, Land Registry documentation, etc.
- Volunteer procurement experts have advised on the process and documentation.
- The renovation and fit out works will be tendered for in accordance with 'Community Ownership Fund – Briefing note on procurement'
- The Procurement Pack is available in Appendix [ADD IN]
- Details of the Tender documentation will be included on the Save our Pub website
- The process will comply with the Green Book (Managing Public Money)



# Managing Risks



A risk register is in place and includes:

- Date risk was raised
- Risk description
- Risk type (Acquisition, Renovation or Operational)
- Likelihood
- Impact if risk realised.
- Overall risk after mitigation
- Mitigating actions

The Risk Register is formally reviewed every 6-months, with the ability to change risks at any meetings.



# Community Engagement – our Commitment



- Strong engagement with the community will continue through face to face; written; and social media channels
- We have a Community & Inclusion Officer and Head of Outreach
- We have a variety of ways of listening to people:
  - ✓ We will proactively seek feedback
  - ✓ Comments received via the website
  - ✓ At community meetings
  - ✓ The use of comment cards
- A Benefits Plan with metrics will measure success



# Useful Information

## Contact

Jan Lloyd, Secretary to The Hullavington Community Benefit Society for general queries and information. Your query will be directed to the most suitable person to respond.

## Useful Guides

[https://plunkett.co.uk/wp-content/uploads/Plunkett\\_CPM\\_InDepthGuide-4\\_Compliance.pdf](https://plunkett.co.uk/wp-content/uploads/Plunkett_CPM_InDepthGuide-4_Compliance.pdf)

[Creating-Good-Governance-and-Resolving-Conflict-1.pdf](#)