

## **PANT MEMORIAL INSTITUTE (PANT MEMORIAL HALL)**

**Registered Charity: 240435**

### **Introduction:**

Welcome to the Committee of Pant Memorial Institute, which is a Charity and administered in accordance with its Governing Document and the Charities Act.

This brief document provides some important information and assurance to you on your first appointment following the AGM or because you have been co-opted onto the Committee.

### **Charity Trustees:**

Each Committee member is collectively responsible for the administration/management of the Hall and is a Charity Trustee under law (Charities Act 2011 Section 177) whether elected, a nominated representative or co-opted.

As long as you and your Committee colleagues act gratuitously, in good faith and in the best interests of the Charity by following the Governing Document, this should not unduly worry you.

PLEASE DO NOT be deterred by scare stories of personal liability. You will have a personal liability for your actions in connection with the Charity administration but, provided you act properly, as detailed above, you should have nothing to worry about. If you do what is required, the Charity Commission has the power to exonerate any Trustee from personal liability.

### **Charity Documents:**

In the first instance, the following documents are what you will need and you should have been given these by the Committee:

- The Governing Document, as detailed on the Charity Commission Register, together with details of any amendments. This explains the purpose of the Charity and how it should be administered.
- A copy of the Charity accounts.

Other documents can be referenced later as you become more familiar with the Charity workings.

### **Charity Commission Documents:**

Your Charity may have a Trustee welcome pack which you receive upon appointment. If not, the following will be useful.

Every Committee member – Trustee should read Charity Commission publication CC3 ‘The essential trustee: what you need to know, what you need to do’ which is available on-line at <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

It describes in easy terms what is required of a Trustee and how to conduct your role as a Trustee.

The Charity Commission also produces its own ‘Welcome Pack’ available on-line at:

<https://www.gov.uk/government/publications/charity-trustee-welcome-pack/charity-trustee-welcome-pack>

### **And finally:**

Please enjoy being a member of the Committee. Ask questions of your Committee colleagues, be proactive in the Charity administration and become a real asset to your local Community