

## **DURSLEY TOWN COUNCIL**

### **TOWN TRUST COMMITTEE**

#### **TERMS OF REFERENCE**

- 1) Dursley Town Council is managing trustee of Dursley Town Trust (Charity No. 202607). The properties it is responsible for are:
  - a) Town Hall and Market Place, Dursley, GL11 4BP
  - b) Jacob's House, Castle Street, Dursley, GL11 4BS
  - c) Heritage Centre, Castle Street, Dursley, GL11 4BS
- 2) Title to these properties is held by the Official Custodian at the Charity Commission.
- 3) Dursley Town Council has appointed a management committee (the Town Trust Committee) in order to fulfil its responsibility as managing trustee and will operate under charity law until such time as a review by the committee and council is deemed desirable or necessary. The committee will comprise 6 Town Councillors and one representative from the Heritage Centre who will have voting rights. Committee members appointed to the committee are not trustees in their personal capacity.
- 4) The quorum will be three committee members whether a decision is made at a meeting, at a remote meeting or by email.
- 5) Membership of the committee will be reviewed at the annual meeting of council in May.
- 6) The committee will elect a Chair, Vice Chair and appoint a Secretary/Clerk. The committee will also appoint a Treasurer (currently the Hon. Treasurer has offered to remain in post).
- 7) The committee will meet as necessary, in person or remotely with a minimum of one day's notice. Operational decisions of a minor nature can be agreed by email.
- 8) The committee has delegated authority to make decisions on behalf of the Trust in accordance with the rules established in the appendix attached.
- 9) The Secretary/Clerk will have delegated authority to commit the Trust to expenditure to a value of £1,500 in an emergency. A report on such expenditure will be circulated to the committee members as soon as possible after the event.
- 10) The committee may make recommendations to the Town Council in furtherance of the aims of the Trust.

Approved at the Town Trust Committee on 7<sup>th</sup> March 2023

## **Appendix**

A charitable trust is required to have systems in place to prevent or detect fraud. The following guidance is intended to meet this aim.

### 1. Procurement

Decisions on expenditure will be made by the committee, except in the case of point 9 of the TOR.

The committee will attempt to obtain 3 quotations for expenditure items expected to cost over £2000. Reasonable efforts should be made to obtain comparative prices for items under £2000.

Any contract expected to cost more than £25,000 will be posted on the Contract Finder website.

### 2. Payments

Invoices will be approved by the committee in person, remotely or by email and approval confirmed to the Treasurer.

Payment will be made by BACS transfer by the Treasurer.

### 3. Receipts

Hiring fees will be reviewed on an annual basis.

Receipts will be checked against the schedule of hiring fees (if relevant) and banked promptly via the Post Office facility using the paying in slips and notified to the Treasurer. Note - the Treasurer holds no cash.

### 4. Accounts

The Treasurer will provide quarterly financial statements to the committee and will alert the committee to any exceptional occurrence.

The Treasurer will advise the committee when a decision on the investments with CCLA are required.