

## Romsey Men's Shed status and management

August 2019 v2

### Our Status

Romsey Men's Shed is registered as a Charitable Incorporated Organisation (CIO), registered Charity number 1167471. Our activities are governed by our Constitution which has been agreed with the Charity Commission. Details of our Trustees, our annual accounts and the Annual Trustees' report to the Charity Commission can be found on their website.

### Our Aims and Objectives

In simple terms our aims and objectives are to provide facilities for adult males from the Romsey area to meet, socialise and work together on practical projects in order to address issues of social isolation in the community. These aims and objectives are expressed more fully in our Constitution document; see later section on Constitution.

### Our Management Arrangements

In accordance with our constitution the Trustees are responsible for managing every aspect and all activity of our organisation. Although the Constitution sets out specific instruction on many matters the Trustees are required to decide many arrangements. For example the Constitution specifies that the Trustees submit annual accounts but the Trustees are able to decide what the Financial Year should be for the organisation. Within this framework Trustees have determined that there will be six Trustee posts and that there will be officer posts for Chairman, Vice Chair, Secretary, Membership Secretary and Treasurer filled by Trustees. Trustees have determined that the Financial Year of the organisation will be the calendar year and that the membership year will be from 1<sup>st</sup> April to 31<sup>st</sup> March. The AGM of the organisation will be held each year between 1<sup>st</sup> January and 31<sup>st</sup> March at which Members will receive the annual accounts and the Trustees' annual report prior to submission to the Charity Commission. Trustees have determined that Members should be required to pay an annual subscription for membership. Trustees frequently hold formal Trustee meetings to discuss management issues. The quorum for Trustee meetings is three. All significant decisions are made in such Trustee meetings or exceptionally, where time is of the essence, by agreed e-mail exchange arrangements. Budgets for future planned activity may be agreed but otherwise expenditure of more than £100 on a single item is regarded as a significant decision and must be agreed at a Trustee meeting.

### Our Financial arrangements

We have a 'Business' bank account at the TSB branch in Romsey which holds all funds apart from a small cash balance held by the Treasurer. (A daily attendance fund is separately maintained for the purposes of buying tea, coffee, milk and biscuits which activity is not recorded in our accounts). Four of the Trustees are signatories to this account and have internet access for on-line banking.

The agreement of two of the signatories is required to authorise any payment from the bank account. In normal circumstances, for payments made by cheque, the Treasurer will prepare and sign the cheque and another signatory will add the second signature. In normal circumstances, for on-line transfers, the Treasurer will set up the transaction on-line and another signatory will log on and provide a second authorisation. In principle a minimum balance of £1,000 will be maintained in the bank account to meet any completely unforeseen expenses.

## Our Constitution

Our Constitution document can be found on our website under the Documents heading at <https://www.romseymensshed.org.uk/> It is a long and complex document that would be difficult to summarise but a few key points should be noted.

- There are arrangements requiring Trustees to retire in rotation at each AGM.
- Members have the responsibility to elect individuals to fill Trustee vacancies.
- There are arrangements for a General meeting to be called at any time (i.e. between AGMs) either by Trustees or by Members.
- There are arrangements for Trustees or Members to propose resolutions for consideration at any General meeting.
- Trustees may set up committees with specific delegated powers to manage any aspect of the organisation; such committees must include at least one Trustee and must operate formally (i.e. with a chair and secretary and with formal agenda and minutes to record all decisions taken at meetings).

The most important part of our constitution is our aims and objectives (which are referred to as 'Objects' by the Charity Commission). These are reproduced below for convenience.

## Objects

*The objects of the CIO are to promote social inclusion for the public benefit by preventing men aged 18 or over, within Romsey and the surrounding area, from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society through the provision of facilities in which they can meet to undertake creative, physical or recreational activities, learn or pass on skills and knowledge, and support each other socially.*

*For the purpose of this clause 'socially excluded' means being excluded from society, or parts of society, as a result of one or more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental); substance abuse or dependency including alcohol and drugs; discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender re-assignment; poor educational or skills attainment; relationship and family breakdown; poor housing (that is housing that does not meet basic habitable standards; crime (either as a victim of crime or as an offender rehabilitating into society).*