



MARSHWOOD COMMUNITY LAND TRUST

CODES OF CONDUCT

1st Adopted on: 28th November 2012

Updated by: Samantha Martin, Secretary

Date: 29th September 2024

Last reviewed on:

Version Control	Date	Name	Position	
1	28 th Nov 2012	David Hitchcock	Chairman	Agreed
2	29 th September 2024	Samantha Martin	Secretary	Draft

Review of Code of Conduct

These Code of Conduct will be reviewed annually by the Secretary and the Chair, and any amendments will be agreed.



1 Behaviour during CLT meetings

- 1.1 The behaviour at a meeting is important to the success of the meeting. Everyone needs to feel that their point was made and understood
- 1.2 To make sure the meetings allow the CLT to progress there are some simple ground rules for behaviour before and during meetings
- 1.3 All people attending any meeting of the CLT must agree to abide by the code of conduct and act in a manner that supports equal opportunities
- 1.4 They must act:
 - 1.4.1 Act appropriately and trust

2 Banking Arrangements & Cheques

- 2.1 The CLT's banking arrangements will be approved by the Board. They will be regularly reviewed for efficiency.
- 2.2 A resolution of the Board will nominate at least 3 (three) members to be authorised by the CLT to sign cheques and authorise online payments
- 2.3 All items of expenditure will be authorised by the Board and the payments approved. The Treasurer will examine invoices and verify and certify expenditure.
- 2.4 All Transactions will require 2 (two) board signatures
- 2.5 Any utility bill may be paid by direct debit provided that the instructions are signed by two authorised board members

3 Loans & Investments

- 3.1 All loans and investments will be negotiated in the name of the CLT and will be set for a period approved by the Board
- 3.2 All borrowings will be in the name of the CLT and will not be entered into until necessary approvals have been given.
- 3.3 Any application will be approved by the Board, especially the terms and purpose. These terms must be reviewed annually.
- 3.4 All investments of money under the control of the CLT will be in the name of the CLT and all certificates or other documents will be retained by the Treasurer.



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4 Contracts & Purchase Orders

- 4.1 An official order or letter will be issued for all work or service paid for by the CLT. The Board are responsible for obtaining good value for money and appropriate terms always.
- 4.2 Orders for values of: £0 - £200 a minimum of 1 quotation is required, £201 to £2,000 require a minimum of 2 (two) quotations; for values, above £2,000 3 (three) quotations are required if practicable.
- 4.3 All estimates will be approved by the Board, while the Board is not obliged to accept the lowest quotation the reasons for accepting the quotation will be recorded.

5 Grants

- 5.1 A request for a grant must be writing either by letter or email and passed to the Secretary for logging on the register
- 5.2 The request must detail the value of the Grant and the purpose and benefit to the Community
- 5.3 The request will be presented to Board at the next available meeting for approval by a majority of Five members (5) and status confirmed in the minutes of meeting
- 5.4 If there no meeting scheduled (During Summer recess) and the request is urgent, it will be circulated by Secretary by email for approval and the Grant request must be approved in writing by a minimum of 5 (five) board members
- 5.5 Following Board approval, the request will be circulated to members for any objections.
- 5.6 The request will be passed to Treasurer for payment

6 Assets

- 6.1 The Treasurer will ensure that an appropriate and accurate Register of Assets is maintained by the CLT. It will be reviewed at least annually, in conjunction with a health & safety inspection of assets if appropriate.

7 HMRC

- 7.1 The Treasurer will promptly complete any VAT or CT Return that is required

8 Insurance

- 8.1 The public and press may be invited & admitted to any meeting of the CLT
- 8.2 If anyone interrupts the proceedings at any meeting, the Chairman may, after warning, order that s/he be removed from the meeting and may adjourn the meeting for such periods as is necessary to restore order.
- 8.3 All accounting and financial matters, including budgets shall be controlled and administered in accordance with the adopted Financial Regulations.



9 Emergency Business

- 9.1 Following the annual risk assessment, the Board will review the level of insurance cover and ensure it is adequate and appropriate for the activities of the CLT
- 9.2 Minimum cover may include Public Liability, Employers Liability, Money & Fidelity Guarantee.