HADLEIGH MARKET FEOFFMENT CHARITY ~~COMMITTEE~~

~~The HMFC Committee is made up of~~ 8 Councillors will be nominated to manage the affairs of Hadleigh Market Feoffment Charity and ~~who~~ will act in the best interests of the Charity when considering matters and making decisions. ~~The Committee~~ These Councillors ~~is~~ are responsible for the following:

Roles

1) Managing the charity in accordance with charity law and the charity's governing document on behalf of Hadleigh Town Council who is sole trustee of the Charity (annual report to be considered by Full Council);
2) financial administration of the charity (quarterly accounts will be shared with all Town Councillors);
3) Advertising and promotion of the Guildhall;
4) Charity's risk management and insurance;
5) implementing policies, and monitoring health and safety incidents, such as staff accidents at work or accidents to the public on the premises;
6) relationships between the Charity and any volunteer groups that support the charity such as groups or individuals that raise funds or provide a service that helps the charity meet its aims. Ensure that any relevant agreements or permissions are in place and documented with any volunteers who support the charity to ensure that roles, responsibilities and expectations are clear and that the charity has the appropriate safeguards in place to both safeguard itself from any issues that may arise and also ensure that volunteers are looked after in an appropriate manner whilst on the premises;
7) Ensure that all bank signatories are members of the Hadleigh Market Feoffment Charity ~~Committee~~;
8) Ensure that all key holders are either members of Hadleigh Market Feoffment Charity ~~Committee~~ or Town Council staff;

Delegations

The committee has delegated authority to make decisions on behalf of the Town Council on the following matters:

a) Guildhall management including commissioning services, repairs & maintenance;
b) Dealing with the Charity Commission and other Authorities;
c) Fulfilling responsibilities for the overall financial management of the Charity including
    i. budgeting,
    ii. Authorising expenditure up to a maximum of £25,000 from its own funds. Any expenditure over £25,000 will require approval at Council, as will any expenditure that involves in part or in full funds originating from the Town Council.
    iii. managing income,
    iv. borrowing money subject to agreement of the Town Council in its capacity as sole trustee;
    v. Approving the end of year Accounts
    vi. approving submission of the Annual Return;
    vii. Authorisation of the writing off of Bad Debts.
    viii. implementation of any corrective actions required;
d) Applying for and managing any successful grants or assistance programmes;
e) Acquisition or disposal of assets (other than land and buildings);
f) Liaison with external organisations to develop, manage and deliver projects.
g) Undertaking communications and marketing, branding, reputation management and stakeholder/community engagement related to specific projects;
9) Advertising and promotion of the Guildhall including processes related to communications and marketing of the Guildhall, websites, social media, and online booking systems.
a) Establishing, determining the remit and membership of, or dissolve a Sub-committee, and considering the recommendations of a Sub-committee to make decisions accordingly.

b) Establishing, determining the purpose and task, or dissolving a Working Group, and to receive regular reports (including recommendations) from the Working Group.
c) Arranging additional meetings, or to cancel or reschedule scheduled meetings
d) Identify potential external funding sources and develop funding bids where relevant to council services and priorities, whilst ensuring that council or a relevant sub-committee with the correct delegated powers makes the final decision on the submission of any bids.

Agreed by Full Council on 21st May 2026