



Registered Charity No. 1197873

INFORMATION FOR PROSPECTIVE TRUSTEES

Introduction

The Henfield Hall is a CIO (Charitable Incorporated Organisation) which runs the Henfield Hall for the benefit of our community. We have very flexible facilities, including both small and large spaces, a functioning stage and fully-equipped kitchen, as well as a garden, all of which may be hired by groups or individuals.

The Trustees of the Henfield Hall

Under the terms of the Charity's Constitution, there are a maximum of twelve Trustees at any one time, who are elected for a three-year term. Six of these Trustees are elected from amongst residents of the "area of benefit" of the Charity (Henfield and the surrounding neighbourhood) – these are known as "elected charity trustees". Five Trustees, known as "nominated trustees" are elected from amongst the representatives of Hall member organisations. One Trustee is appointed by Henfield Parish Council. One-third of the Trustees are required to retire at each AGM; they may stand again for a further three-year term.

Trustees are required to sign a declaration that they are not disqualified from so acting under the Charities Act 1993 (section 72) because they:

- have not attained the age of 18 years;
- are an undischarged bankrupt;
- have previously been removed from trusteeship of a charity by a Court or the Charity Commission;
- are subject to a disqualification order under the Company Directors' Disqualification Act 1986.

Trustee Duties

Trustees are expected:

- to use any specific skills, knowledge or experience which they have to assist the Trustees to reach sound decisions;
- to ensure that the Henfield Hall complies with its Constitution and agreed processes, charity law and any other relevant legislation or regulations;
- to actively contribute to the Trustees' role in giving firm strategic direction to the Henfield Hall, setting overall policy;
- to ensure that strategic direction is informed by an on-going dialogue with the users and other stakeholders of the Hall;
- to ensure that mechanisms are put in place to demonstrate our community-centred approach;
- to safeguard the good name and values of the Hall;
- as part of the Committee, to ensure the financial stability of the Hall by providing oversight of finances and budget;

- to work with and support the Administrator, Caretakers and any other staff to ensure that the Hall is administered efficiently.

We are looking for committed, able and enthusiastic Trustees to join our Committee. Trustees currently attend monthly meetings, which last approximately two hours; these require some preparation beforehand. Trustees will also need to be able to commit a significant amount of time to various aspects of the management of the Hall.

At the Annual General Meeting on 20th October 2025, we are seeking to elect four Trustees in the “elected charity trustees” category and one in the “nominated trustees” category. Individuals standing in the “elected charity trustees” category should be proposed and seconded by two members. Those standing as representatives of a member organisation (as “nominated trustees”) should be nominated by an officer of their organisation – the nomination will be deemed to have been approved by the organisation’s members.

Proposal / nomination forms are enclosed and, once completed, should be emailed to hhsec@henfieldhall.org.uk or delivered to the Hall mailbox, marked for the attention of Jane Jones, Secretary to the Trustees, by noon on Friday 10th October 2025.