

## BUCKLAND OLD SCHOOL TRUST (BOST)

Charity Number 1069992

### CHARITY COMMISSION

THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES HEREBY ORDER that the following Scheme be approved and established as the revised Scheme for the regulation of the Charity Property and Land with effect from the date below, and that it comprehensively replaces the original Scheme for the Charity which came into effect on 30<sup>th</sup> September 1994. The scheme was approved on July 14, 2020. It was revised on 6<sup>th</sup> November 2024.

#### **See appendix A (Policy documents: Trustee code of conduct: Equality and Diversity: Safeguarding)**

In the matter of the following property and land (which together comprise 'the Charity Property and Land'):

- a) The Buckland Village Hall, car park and adjoining land at Buckland, Buckinghamshire.
- b) The Old School House and land at Buckland, Buckinghamshire, which is managed by the Trustees and rented out on their behalf by a managing agent.
- c) Glebe Land to the northeast of All Saints' Church, Buckland, which was purchased by the Charity from the Oxford Diocesan Board of Finance on 8<sup>th</sup> April 2019 (Land Registry number BM136911).

### SCHEME

**Administration of the above-mentioned property.** (1) The above-mentioned Charity Property and Land is administered and managed subject to and in accordance with the provisions of this Scheme under the title of the Buckland Old School Trust (BOST) hereinafter called the Charity by the body of Trustees hereinafter constituted. (2) The Trustees of BOST from time to time may by resolution alter the title of the Charity with the approval of the Charity Commissioners.

### PURPOSE

- 1. Mission statement: BOST will strive to fulfil its charitable purpose by making the village hall an all-inclusive place of recreation for the community of Buckland Parish by continuously consulting the public on its use and being transparent about its management and finances.**
- 2. Activities - how the charity spends its money and makes revenue:** Provides a village hall for the use and hire of the local community and others, rents the old schoolhouse and manages the Glebe land.
- 3. What the charity does:** Promotes, manages and maintains the hall, reports to the Charity Commission on an annual and adhoc basis, creates partnerships with likeminded charities and businesses, secures grants for funding, consults the local community and demonstrates transparency in all its dealings.
- 4. Who the charity helps:** People of all ages.
- 5. How the charity helps:** Brings the community together and facilitates a range of recreational activities, events, local gatherings, special occasions, educational exhibitions and discussions.
- 6. Where the charity operates:** Buckland, Buckinghamshire

## FINANCE

4. **Financial year.** The financial year of the Charity will be April 1 to March 31.
5. **Investment of Cash.** All sums of cash now or at any time belonging to the Charity, other than the sums needed for immediate working purposes, will be invested in trust for the Charity.
6. **Vesting.** The Charity Property and Land is hereby vested in the Official Custodian for Charities for all the estate and interest therein belonging to or held in trust for the Charity.
7. **Accounts and annual report.** The Trustees shall comply with their obligations under Part VI of the Charities Act 1993 regarding:
  - a. The keeping of accounting records for the Charity.
  - b. The preparation of annual accounts for the Charity.
  - c. The auditing or independent examination of the statements of account of the Charity.
  - d. The transmission of the statements of account of the Charity to the Charity Commissioners.
  - e. The preparation of an annual report and its submission to the Charity Commissioners.
8. **Annual return.** The Trustees shall comply with their obligations under the Charities Act 1993 regarding the preparation of an annual return and its transmission to the Charity Commissioners by an independent accountant.
9. **Expenses of management.** The Trustees shall first defray out of the income of the Charity the cost of maintaining the Charity Property and Land (including the repair and insurance of the building thereon) and all other costs, charges and expenses of and incidental to the administration and management of the Charity. The Charity will employ staff as is deemed necessary and the spending allowance for the Hall manager will be agreed by the Trustees.
10. **Receipts and expenditure.**
  - a. The income of the Charity including all payments for the use of the said building and all donations for the benefit thereof shall be paid into a trust account at such bank as the Trustees shall from time to time prescribe.
  - b. The moneys standing to the credit of the said account shall be applied as the Trustees shall decide in insuring as aforesaid, in maintaining and repairing the said building and the furniture and effects therein and in paying taxes, salaries of paid officers and servants and other outgoings and in otherwise furthering the purposes of the Charity.
  - c. **Repair and Insurance.** The Trustees shall keep in repair and insure to the full value thereof against fire and other usual risks all the Charity Property and Land not required to be kept in repair and insured by the lessees or tenants thereof and shall suitably insure in respect of public liability.
  - d. **Insurance.** The Trustees shall out of the Property and Land of the Charity effect a suitable insurance policy to secure the payment of any such sum required to be paid as aforesaid.
  - e. **Sale.** The Trustees will determine how best to use the property and land of the Trust including the possibility of the sale of the land if it is in the interest of the Trust.
  - f. **Additional acquisitions.** The Charity may use its funds to acquire additional property, land, assets or equipment provided that the use to which these are put remains with the objectives of the Charity as specified above.

## TRUSTEE APPOINTMENTS

**11. Trustees.** The Body of Trustees consists of no more than seven competent persons:

- a. One ex-officio Trustee
- b. Three Nominated Trustees and
- c. Three Co-opted Trustees.

Trustees can be appointed through nomination by existing trustees through a vote at an ordinary meeting, or by virtue of another office which they hold ('ex officio' trustees).

**12. Ex-officio Trustee.** The ex-officio Trustee shall be the incumbent for the benefice of Aston Clinton with Buckland and Drayton Beauchamp, unless the Bishop or Church Commissioners deem otherwise.

**13. Nominated Trustees.** The Nominated Trustees will be appointed as follows:

- a. One by the Parochial Church Council of the Ecclesiastical Parish of All Saints' Church Buckland, and
- b. Two by the Parish Council of Buckland.

Each appointment shall be made for a term of three years (with the option of reappointment) but a Trustee will serve no more than three consecutive terms (i.e. nine years), at a meeting convened and held according to the ordinary practice of the appointing body. The Chairman of the meeting shall cause the name of each person appointed to be notified forthwith to the Trustees.

**14. Declaration by Trustees.** No person shall be entitled to act as a Trustee whether on a first or any subsequent entry into office until agreeing and signing a declaration of acceptance and of willingness to act in the trusts of this Scheme.

## TRUSTEE TERMINATION

**15. Ceasing to be a trustee.** A Trustee shall cease to be a Trustee if he or she:

- a. is disqualified from acting as a Trustee by virtue of section 72 of the Charities Act 1993; or
- b. becomes incapable (in the opinion of the Trustees) by reason of illness, injury or recurring absence or
- c. if all other Trustees agree, through a unanimous vote of confidence, that a Trustee should be dismissed.

**16. Vacancies.** Upon the occurrence of a vacancy the Trustees shall note this fact at their next meeting and in the case of a vacancy in the office of a Nominated Trustee shall cause notice thereof to be given as soon as possible to the proper appointing body. Any competent Trustee may be re-appointed.

## TRUSTEE MEETINGS

**17. Ordinary Meetings.** The Trustees will hold four ordinary meetings in each financial year. Minutes for each meeting will be circulated seven days after each meeting to enable Trustees to carry out any actions. Seven days before the next meeting an agenda, agreed by the Chairman, along with other relevant documentation will be circulated to Trustees. A summary of the minutes at each ordinary meeting will be posted on the website once they have been agreed. On occasions the meetings

maybe shared 'live' online and in the case of extraordinary circumstances, for example lockdowns in a pandemic, meetings will be held online. On occasions, decisions will be made via email, telephone, if the nature of the decision does not warrant a full Trustee meeting. Any doubts about whether this applies should be referred to the Chairman.

- 18. Special meetings.** A special meeting may be summoned at any time by the Chairman or any two Trustees upon not less than four days' notice being given to the other Trustees of the matters to be discussed. A special meeting may be summoned to take place immediately after an ordinary meeting.
- 19. Annual General Meeting.** An Annual General meeting will be held and widely publicized so members of the public can attend either in person or online. A notice period of 21 days will be given before the meeting and the meeting will be held in the same month each year.
- 20. Chairman.** The Trustees at their first ordinary meeting in each financial year shall elect one of their number to be the chairman of their meetings until the commencement of the first ordinary meeting in the following financial year. The Chairman shall always be eligible for re-election. If at any meeting the Chairman is absent, he/she will nominate a deputy to chair the meeting.
- 21. Quorum.** There shall be a quorum when four Trustees are present at a meeting.
- 22. Voting.** Every matter shall be determined by the majority of votes of the Trustees present and voting on the issue. In case of equality of votes the chairman of the meeting shall have a casting vote whether he or she has or has not voted previously on the same question but no Trustee in any other circumstances shall have more than one vote.
- 23. Minutes.** The Trustees shall keep electronic records of the proceedings of their meetings, along with paper minutes records for the archives.
- 24. Rules.** Within the limits prescribed by this Scheme the Trustees may from time to time make and alter rules for the conduct of their business and for the summoning and conduct of their meetings and with reference to:
  - a. The terms and conditions upon which the Charity Property and Land may be used for the purposes specified in this Scheme by persons or bodies other than the Trustees and the sum (if any) to be paid for such use.
  - b. The appointment of an auditor, treasurer and such other unpaid officers as the Trustees may consider necessary and the fixing of their respective terms of office.
  - c. The engagement and dismissal of such paid officers and servants as the Trustees may consider necessary.

## **USE OF THE CHARITY PROPERTY AND LAND**

### **25. Use of the Charity Property and Land.**

- a. Subject as hereinafter provided, the Charity Property and Land shall be appropriated and used for the following purposes
  - In the case of the Village Hall and its recreational land and car park, for the provision of facilities for recreational and other leisure-time occupation for the inhabitants of Buckland and the Parish; and
  - In the case of the Old School House and its garden, to provide rental income for the Charity which is to be used for the maintenance and upkeep of the Charity Property and Land, and for such other purposes as the Trustees of the Charity may consider necessary; and
  - In the case of the Glebe Land, to replace for the Trust the land in New Road, Buckland sold for development in 1998 to finance the refurbishment in 1999 of the Old School House and

Hall and to hold this Land, in trust, for the parish of Buckland.

- b. The Trustees may from time to time permit the Charity Property and Land to be used otherwise than for the said purposes on payment of a sum sufficient at least to defray the expenses incidental thereto, provided that such use does not interfere with the use of the Charity Property and Land for the purposes of the Charity.

## MANAGEMENT OF THE CHARITY PROPERTY AND LAND

- 26. Management and letting of Charity Property and Land.** The Trustees shall let and otherwise manage the Charity Property and Land subject to such consents as are required by law.
- 27. Leases.** The Trustees shall provide that on the grant by them of any lease the lessee shall execute a counterpart thereof. Every lease shall contain covenants on the part of the lessee for the payment of rent, and all other usual and proper covenants applicable to the property comprised therein and a proviso for re-entry on non-payment of the rent or non-performance of the covenants.

## PROVISIONS FOR CLAIMS

- 28. Provisions for claims.** If any person who, but for the making of this Scheme, would be a beneficiary under the Charity arising in relation to the Charity Property and Land of the Reverter of Sites Act 1987 and who has not consented to the establishment of this Scheme shall notify his or her claim to the Trustees within five years after the date of this Scheme, the Trustees shall pay to such person an amount equal to the value of his or her rights under such trust at the date of this Scheme.

## EXTINGUISHMENT OF RIGHTS

- 29. Extinguishment of rights.** Subject to the foregoing provisions of this Scheme, the rights of the beneficiary or beneficiaries under the Charity arising in relation to the Charity Property and Land under Section 1 of the Reverter of Sites Act 1987 are hereby extinguished.

## GENERAL PROVISIONS

- 30. Trustees to act jointly.** The appropriation of benefits of the Charity shall be made by the Trustees from time to time acting jointly and not separately by any individual Trustee or Trustees.
- 31. Trustees not to be personally interested.** No Trustee shall take or hold any interest in the Charity Property and Land other than as a Trustee for the purposes thereof and no Trustee shall receive remuneration at the cost of the Charity.
- 32. Questions under the Scheme.** Any question as to the construction of the Scheme or as to the regularity or the validity of any acts done or about to be done under this Scheme shall be determined by the Charity Commissioners upon such application made to them for the purpose as they think sufficient.
- 33. Amendment of the Scheme.** The Trustees may at any time make administrative changes to this Scheme.

## SCHEDULE

- 1) Land and buildings known as Buckland Village Hall, Buckland, Aylesbury,

Buckinghamshire HP22 5JB

- 2) Land and buildings known as The Old School House, Buckland, Aylesbury, Buckinghamshire HP22 5JB
- 3) Glebe Land, Buckland, Aylesbury, Buckinghamshire, Land Registry no. BM136911

## APPENDIX A

### BOST policies and guidance:

#### Trustee Code of Conduct

Charity trustees are ultimately responsible for the charity. As charity trustees collectively and individually, we will:

- **Act legally and properly** – by acting with integrity, honesty, within the law and our governing document, and in the charity’s best interests always.
- **Create a safe space**– in which everyone is encouraged and feels able to speak.
- **Positively challenge**– each other but avoid being confrontational.
- **Think, then speak**– what can I say succinctly that will most help the meeting?
- **Feel able to ask the questions that need to be**– there is no elephant in the room or, if there is, we’re all working together to get it out.
- **Act strategically**– by thinking externally and longer term.
- **Focus on solutions**– by talking about the past, only to learn from it, avoid talking about what we can’t do and, instead, focus on what we could do.
- **Welcome differing viewpoints** - respect each other’s right to hold a different opinion and recognise our own right to do so too.
- **Not make assumptions**– about who someone is, but rather respond based on the facts/content of what he/she said.
- **All contribute**- the contribution of the young, old, or those with lived experience is different to that of the professionals but isn’t less than.
  - Everyone has something to give and something to learn.
  - And no one person is allowed to dominate the conversation to the exclusion of others.
- **Be slow to take offence** – and quick to apologise, always.
- **Give permission**– to everyone else to remind us of when we inadvertently stray from the above.
- **Accept our responsibility** – for ensuring that everyone is treated fairly, with respect and kept safe from harm.

#### Equality and Diversity

This policy applies to all Trustees, staff, volunteers, hall users and the general public.

The Charity will treat all people with dignity and respect, valuing the diversity of all. It will promote equality of opportunity and diversity.

It will eliminate all forms of discrimination on grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation, religion/ belief, irrelevant offending background or any other factor irrelevant to the purpose in view.

It will tackle social exclusion, inequality, discrimination and disadvantage. For this policy to be successful, it is essential that everyone is committed to and involved in its delivery.

The Charity aims to:

- ✓ Provide services that are accessible according to need.
- ✓ Promote equality of opportunity and diversity in volunteering, employment and development.
- ✓ Create effective partnerships with all parts of our community.

The Charity's objective is to realise its standards by:

- ✓ Sustaining, regularly evaluating and continually improving its services to ensure equality and diversity principles and best practice are embedded in our performance to meet the needs of individuals and groups.
- ✓ Working together with the community to provide accessible and relevant service provision that responds to service users' needs.
- ✓ Ensuring staff, volunteers and trustees are representative of the community served and the employment policies are fair and robust.
- ✓ Recognising and valuing the differences and individual contribution that all people make to The Charity.
- ✓ Challenging discrimination.
- ✓ Providing fair resource allocation.
- ✓ Being accountable.

## **Safeguarding policy statement**

- We believe everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.
- We will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation".

## **Health and Safety policy**

### **1. Commitment to Health and Safety:**

We are dedicated to providing a healthy and secure workplace for our employees, contractors, visitors, and the community.

### **2. Compliance:**

We are committed to complying with all applicable local, national, and international health and safety regulations and standards.

### **3. Hazard Identification and Risk Management:**

We will proactively identify and assess potential hazards associated with our activities. Through systematic risk assessments, we will implement effective controls to mitigate risks and prevent accidents.

### **4. Emergency Preparedness and Response:**

We will develop and maintain robust emergency preparedness plans to ensure a swift and effective response to

any unforeseen health and safety incidents. Regular drills and simulations will be conducted to test and improve our emergency response capabilities.

**5. Health and Safety Communication:**

Open and transparent communication is essential for maintaining a healthy and safe working environment. We will encourage the reporting of health and safety concerns and incidents.

**6. Health and Safety Leadership:**

Our leadership is committed to providing visible and active support for our health and safety initiatives.