

# **Sevenoaks Music Club (Charity No 1181364) - Policies**

## **Trustee Selection Policy**

People may offer themselves as trustees or may be invited by the Committee.

They will only be considered if they have been members of Sevenoaks Music Club for at least one season, and are known to at least one existing trustee who is able to vouch for them.

While a new trustee can be appointed at any time provided a majority of the existing trustees agree with the proposal, the new trustee's appointment must be approved by a majority of members present at the next AGM if the individual is to continue as a trustee beyond that AGM.

Every new trustee will be given a copy of the Club's Constitution, and asked to make themselves familiar with their obligations as described in the Charity Commission's publications "Charity Trustee: What's involved (CC3a)" and "The Essential Trustee: What you need to know, what you need to do", or any equivalent documents which are current.

To become a trustee an individual must sign the Charity Commission's form "Trustee eligibility declaration" (or any equivalent for the time being in force).

## **Reserves Policy**

The Club's main financial commitments are the contractually agreed fees to artists who have been engaged to perform for the Club. The total amount committed in this fashion will relate approximately to one season's series of concerts, made up at any one time of the outstanding commitments for the remainder of the current season plus new commitments for the following season.

Reserves will be retained to meet unexpected expenditures (which could include the hire of a piano for a majority of concerts) or a drop in anticipated income, and the minimum reserves level will be set such that in the most extreme case the Club can be wound up without leaving debts. This means that the Club's reserves should be maintained at a level equal approximately to 120% of the Club's annual turnover (which is made up mainly of contractual commitments to artists and a season's hire of the venue). Reserves beyond this will be held to enable occasional expenditures (e.g. publicity or fund-raising campaigns) that cannot ordinarily be met out of regular income.

The Reserves Policy will be reviewed annually as part of the budgeting process.

## **Young Performer Policy**

Sevenoaks Music Club will not engage any performers for whom their age is such that a performing licence would be required (i.e. of school age, which means before the end of the school year in which they reach sixteen).

## Risk Management Policy

The most significant risks to the (continued) operation of Sevenoaks Music Club, and the means of managing them, are seen as the following:

- Cancellation of a concert due to bad weather, artist unavailable, etc (low risk; high short-term impact)
  - Immediate notification of as many members and ticket-holders as possible by Trustees, and presence at the concert venue if possible to advise others
  - Concert re-arrangement if possible, and/or financial compensation as appropriate to members and ticket-holders
  - Insurance to cover such eventualities.
- Cancellation of concert(s) due to long-term unavailability of venue (low risk; moderate impact)
  - As preceding in the first instance
  - Another local venue would be found. This is seen as manageable; costs would likely increase, but could be covered by reserves in the short term.
- Injury to members of the public or performers while in, or gaining access to, the concert venue (low risk; potential major impact, covered by insurance)
  - Trustees available to help infirm audience members get to their seats
  - Insurance to cover such eventualities (the Club's, or the venue's as appropriate)
- Reduction of audience numbers adversely affecting income to the extent that the Club's annual programme becomes unsustainable (moderate risk; moderate but manageable impact)
  - Draw on reserves to cover losses
  - Draw on reserves to fund a campaign to attract new audience
  - In consultation with Members, plan for fewer concerts and/or engaging less costly artists
- Inability to retain Trustees, from the point of view of numbers and/or expertise (low risk; moderate but manageable impact)
  - In the short term, existing Trustees take on extra tasks
  - Appeal to the Membership, ensuring they recognise that the Club cannot continue without sufficient numbers and expertise.
- Failure to maintain records needed to meet practical, legal and charity requirements (low risk; major impact)
  - Independent examination of financial records
  - Appropriate backup of vital records, including off-site copies.  
In this context, the Club's vital records are those required for the continued operation of the Club plus those for which a legal retention is defined:
    - Current member and mailing list contact information
    - Minutes of committee and general meetings (retained for at least ten years)
    - Register of Trustees (retained until six years after charity wound up)
    - Annual financial accounts and returns, to be retained indefinitely. Records impacting tax are to be retained six years from the end of the tax year to which they relate. Other records should be kept at least three years.
    - Contracts should be retained for six years after their expiry.These records can be retained in electronic form provided they can readily be printed and are protected against alteration.