



Recreation Field Charity (ARFC)

Governance Policy.

1. Introduction

This Governance Policy sets out the principles and standards that guide the operation of Alconbury Recreation Field Charity (ARFC), in accordance with the Charity Commission for England and Wales's expectations under its Charity Governance Code and legal duties under the Charities Act 2011.

It is designed to ensure that ARFC:

- Is effectively managed and accountable to the public
- Delivers its charitable purposes
- Protects its assets, including land, buildings, and funds
- Operates with transparency, integrity, and public benefit

2. Legal Status and Governance Framework

ARFC is a registered charity. Charity Number: 279991 responsible for the maintenance, improvement, and use of recreation field(s) and associated facilities for the benefit of the community.

It is governed by its Governing Document (e.g., Constitution, Trust Deed, or Memorandum and Articles), and must comply with:

- Charity Commission regulations
- Applicable laws and local authority regulations
- Its own governing rules and policies

3. Roles and Responsibilities of Trustees

3.1 Legal Duties

In accordance with Charity Commission guidance (CC3 – The Essential Trustee), trustees must:

1. Ensure the charity is carrying out its purposes for the public benefit
2. Comply with the charity's governing document and the law
3. Act in the charity's best interests
4. Manage the charity's resources responsibly
5. Act with reasonable care and skill
6. Ensure the charity is accountable

3.2 Key Responsibilities

Trustees must:

- Set and review ARFC strategy and objectives
- Approve budgets and monitor financial performance
- Ensure proper risk management and insurance
- Safeguard ARFC property and assets (including fields & pitches, buildings & facilities)
- Ensure legal compliance (e.g., leases, health & safety, GDPR)
- Keep accurate minutes, reports, and filings (e.g., to the Charity Commission)
- Promote inclusion, accessibility, and community involvement
- Oversee the landlord-tenant relationship with Alconbury Sports and Social Club (ASSC), ensuring clarity, fairness and transparency.

3.3 Chair of Trustees

The Chair will:

- Lead the board of trustees
- Ensure effective meetings and decision-making
- Represent ARFC externally when required
- Support volunteer coordination and dispute resolution

3.4 Secretary (if applicable)

- Maintain ARFC records
- Manage correspondence and filings with the Charity Commission
- Oversee meeting agendas and minutes

4. Responsibilities of Volunteers, Staff, and Hirers.

Volunteers, staff and hirers play a key role in the day-to-day success of ARFC.

4.1 General Duties

Volunteers, staff, and hirers must:

- Support the aims of the ARFC
- Follow all relevant ARFC policies and procedures
- Act with professionalism and integrity
- Respect confidentiality and equality policies
- Work cooperatively with trustees, staff, other volunteers, and users of the recreation field

4.2 Supervision and Support

- Volunteers, staff, and hirers will be assigned a point of contact (usually a trustee, coordinator, or assigned representative)
- Induction, guidance, and training will be provided as required.
- Volunteers, staff, and hirers are encouraged to share feedback and report concerns or hazards

5. Accountability and Transparency

ARFC will ensure accountability by:

- Submitting annual reports and accounts to the Charity Commission
- Maintaining clear financial records, making annual accounts available to the public, as required by law.
- Publishing information about trustee meetings, decisions, and activities (e.g., on a website or noticeboard)
- Maintaining a register of trustee conflict of interest declarations.
- Engaging with the community and stakeholders regularly

6. Conflicts of Interest

Trustees must declare any actual or potential conflict of interest. These will be:

- Recorded in a Conflict-of-Interest Register
 - Managed by recusal or withdrawal from decision-making
- See Alconbury Recreation Field Charity's Conflict of Interest Policy for details.

7. Meetings and Decision-Making

- Trustees must meet at least [4 times] per year
- Quorum must be met for decisions to be valid (as set in the governing document)
- Minutes will be kept of all trustee meetings and made available to stakeholders when requested
- Decisions are made collectively and must be documented

8. Risk Management

ARFC will:

- Maintain a risk register covering financial, operational, legal, and reputational risks
- Regularly review health and safety arrangements for users of the ARFC grounds and facilities.
- Ensure appropriate insurance is in place (e.g., public liability, trustee indemnity)

9. Code of Conduct

All trustees, volunteers, hirers, and staff must:

- Act in the best interest of ARFC and its beneficiaries
- Respect confidentiality of sensitive information
- Uphold ARFC's safeguarding, equality, diversity, inclusion and health and safety policies
- Never use their position for personal gain or to influence decisions improperly

10. Policy Review

This Governance Policy will be reviewed annually or upon any significant change in regulation or charity operations.

Signed on behalf of the Trustees:

Name: C. Bodley

Role: Chair

Date: 22nd October 2025

Date Approved: 22nd October 2025

Review Due: October 2026 Revision No 1

Signed (Chair): C. Bodley

Appendices (Optional)

- Trustee Role Descriptions
- Volunteer Agreement Template
- Conflict of Interest Register
- Risk Register Template
- Code of Conduct