



Compton's Yard Charitable Trust Development Plan 2015 -2019

Background and Introduction.

This development plan is based on a comparative analysis of the Trust's current policies and procedures against the Hallmarks of an Effective Charity benchmark published by the Charity Commission.

<http://webarchive.nationalarchives.gov.uk/+http://www.charitycommission.gov.uk/detailed-guidance/managing-your-charity/the-hallmarks-of-an-effective-charity-cc10>

The analysis was carried out by the Trust secretary in 2015 with the findings and recommendations discussed and agreed by the Board during spring 2015.

The Board is committed to improving its effectiveness and to implementing best practice where it makes sense to do so. In deciding what to do and where to focus improvement activities the Board takes account of the following factors to help it determine what is appropriate and proportionate;

- The Trust's relatively small size and modest financial turnover.
- The level of financial risk it carries particularly given its main asset is a building and land.
- The Trust's very low staffing levels (one part time officer; working one afternoon a week).
- The transparency and accountability of Trustees that naturally arises from operating in a closely knitted, small town with a population of under 3000 people.
- The limited time available from a Board of volunteer trustees and directors.

Hallmark 1 ; Clear about its Purpose and Direction

Finalise and publish spending priorities for next 3 years as agreed at the AGM on the website.	Lead	Additional information	Deadline
	Board to agree Bijon to liaise with Les Wilkins.	Building repair and refurbishment is the clear priority for 2015/16 and 2016/17. Priorities or themes for 2017/18 and 2018/19 to be determined. Publish on website and include in future annual reports.	March 2016
Hallmark 2; Strong Board			
Place a permanent recruitment advert for trustees on café noticeboard, Trust noticeboard and on website.	Lead	Additional information	Deadline
	Lynn with Bijon		December 2015
Hallmark 3; Fit for Purpose			
Key documents to be put on website and Trust notice board e.g. equality policy, leasing policy, project application process and development plan.	Lead	Additional information	Deadline
	Jane with Bijon.		March 2016
Hallmark 4; Learning and Improving			

Open a consultative discussion with Trust members about practical ideas for implementing the spending priorities including seeking general feedback.	Lead	Additional information	Deadline
	Jane Callaghan	Start discussion at 2016 AGM and conclude by November 2016 AGM.	November 2016
Develop and implement a Welsh Language Scheme.	Jane Callaghan		March 2017
Develop and implement an environmental sustainability policy.	To be determined.		March 2018
Hallmark 5; Financially Sound and Prudent			
Develop a financial reserves policy.	Lead	Additional Information	Deadline
	Des Richardson		March 2016
Formalize and apply annual financial risk assessment process.	Des Richardson		March 2016
Develop and implement a formal hire policy for the use of sound equipment/speakers and any other assets including ensuring the insurance position.	Des Richardson with Bijon		March 2016
Hallmark 6; Accountable and Transparent			

	Lead	Additional Information	Deadline
Develop and implement an external communications /publicity policy.	Lynn Marsh	<p>Link to spending priorities, results of member engagement exercise and recent building improvements.</p> <p>Note; 2018 would have been Nicholas Saunders 80th birthday and 20th anniversary of his death.</p>	March 2017
Revive and refresh the website	To be confirmed.	Link to spending priorities, proposed project themes and ideas and recent building improvements.	March 2019